



Maine Educational Assessment for Mathematics and English Language Arts/Literacy

Developed by the Smarter Balanced Assessment Consortium

Online Reporting System User Guide

2014-2015

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Introduction to the User Guide

This user guide describes the features of the Online Reporting System (ORS), a web-based system that displays score reports and participation data for each student who takes a Maine Educational Assessment (MEA) for Mathematics and English Language Arts/Literacy test.

This section provides an outline of the structure and organization of the user guide and the stylistic features used in the document.

Organization of this User Guide

This user guide provides information about all ORS's features, including instructions for viewing score reports, test management resources, creating and editing rosters, and searching for students.





This user guide is organized as follows:

- [Section I, Overview of the Online Reporting System](#), provides a brief introduction to the ORS and describes the user roles for performing different tasks in the ORS.
- [Section II, Accessing ORS](#), includes instructions on how to log in and log out of the ORS and switch between different Maine systems.
- [Section III, Understanding the ORS Interface](#), describes the layout and key features of the ORS.
- [Section IV, Viewing Score Reports](#), includes an in-depth overview of the score reports available in the ORS.
- [Section V, Viewing Test Management Center](#), describes how to generate different types of test participation reports.
- [Section VI, Working with Rosters of Students](#), provides instructions on how to create and manage student rosters.
- [Section VII, Searching for Specific Students Score Reports](#), includes instructions on how to search for score reports for particular students in the ORS.
- [Appendix A, User Support](#), provides additional information including Help Desk information.

Document Conventions

[Table 1](#) describes the key icons and elements used in this user guide.

Table 1. Key Symbols and Elements

Element	Description
	Caution: This symbol accompanies important information regarding actions that may cause errors.
	Note: This symbol accompanies helpful information or reminders.
Text	Bold text is used to indicate a link, button, drop-down list value, or keyboard control that is clickable.
Mono	Monospace indicates text you enter from the keyboard.
<i>Italics</i>	Text in italics is used to indicate field names.
	Warning: This symbol accompanies important information regarding actions that may cause fatal errors.
	Tip: This symbol accompanies useful information on how to perform a task.

Intended Audience

This user guide is intended for district and school personnel involved in administering MEA for Mathematics and English Language Arts/Literacy assessments to students.

It is assumed that users are familiar with using a web browser to retrieve data and with filling out web forms. If you want to use the file download features, you also need to be familiar with using a spreadsheet application and working with comma-separated value (CSV) files.

Additional Resources

The following publications provide additional information:

- For policies and procedures that govern secure and valid test administration, refer to the *Test Administration Manual*.
- For information about which operating systems and browsers are supported, refer to the *System Requirements* document.

- For information about student and user management, rosters, and appeals, refer to the *TIDE User Guide*.
- For information about scoring hand-scored items for the interim tests, refer to the *Teacher Hand Scoring User Guide*.
- For information about network and Internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the *Technical Specifications Manual for Online Testing*.

The above resources are available on the Maine Assessments portal <http://me.portal.airast.org>.

Section I. Overview of the Online Reporting System

ORS contains two major features: Score Reports and the Test Management Center.

- **Score Reports:** Provides score data for each Maine test. You can compare score data between individual students and the school, district, or overall state average scores. ORS also provides information about performance on claims.
- **Test Management Center:** Provides participation data for students taking Maine tests. You can determine which students need to complete testing and which students need to start testing. You can view participation summary statistics (count and percentages) of students who tested in a selected subject and grade level. You can also download student data files.

ORS provides dynamic data that can be used to gauge students' achievement on various assessments. However, the data in this system are not to be used for official accountability purposes.

Understanding User Roles and Permissions

Your access to ORS reports and data depends on your user role and your school and district associations. For example, district users can view data for all schools, teachers, classes, and students in their district; school users can view data only for teachers, classes, rosters, and students in their school.

[Table 2](#) describes the user roles within ORS and the reports and features that are accessible to each user role.

Table 2. User Roles and Access in the Online Reporting System

Access Level and Roles*	DSA	SC	TA
Score Reports			
School Listing	✓	✓	
Teacher Listing	✓ (all schools in district)	✓	
Roster Listing	✓	✓	
Student Listing	✓	✓	
Individual Student Score Report	✓	✓	

Access Level and Roles*			
	DSA	SC	TA
Test Management Center			
Summary Statistics	✓	✓	
Retrieve Student Results	✓	✓	
Plan and Manage Testing	✓	✓	✓
Test Completion Rates	✓	✓	✓
Manage Rosters	✓	✓	
Search Students	✓	✓	

* DSA–District/System Administrator; SC–School Test Coordinator; TA–Test Administrator

Section II. Accessing ORS

This section explains how to log in to ORS, switch between different systems, and how to log out.

Logging in to ORS

To log into ORS, you must have an authorized username and password. If you have not yet received your login information, contact your District/System Administrator or School Test Coordinator as you will need to be added to the Test Information Distribution Engine (TIDE) before you can access ORS.



Warning: Do not share your login information with anyone. All MEA systems provide access to student information, which must be protected in accordance with federal privacy laws.

To log in to ORS:

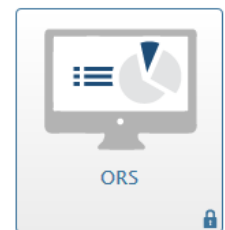
1. Open your web browser and navigate to the Maine Assessments portal (<http://me.portal.airast.org>).
2. Select your user role.

Figure 1. User Cards on Portal



3. Click **Online Reporting System (ORS)**. The login page appears.
4. Enter your username and password in the respective text fields. The **Welcome** page appears ([Figure 4](#)).

Figure 2. ORS Card on Portal



About Usernames and Passwords

Your username is the e-mail address associated with your account in the Test Information Distribution Engine (TIDE).



Note: Important Information Regarding Your Passwords

If you are a user who was recently added to TIDE, you should receive an e-mail that contains a temporary password and a link to log in to MEA systems. You must log in with your temporary password within seven days of receiving the email in order to activate your account. You must update your password and select and answer a security question.

Did your first temporary password expire?

If you did not log in within five days of receiving the first password email and activate your account, you must contact the Maine Help Desk. You can only reset your password after you select a security question and answer. The Maine Help Desk will send you a new email with a different temporary password.

Did you forget your password?

If you forgot your password, you can reset it. Click the **Forgot Your Password?** button on the **Log In** page and then enter your email address in the *Email Address* field. You will receive another email containing a new temporary password, which also expires in seven days.

Did you not receive an email containing a temporary password?

Check your spam folder to make sure your email provider did not categorize it as “junk” mail. If you still do not have an email, contact your District/System Administrator or School Test Coordinator to make sure you are present in TIDE.

Additional Help

If you are unable to log in, contact the Maine Help Desk for assistance. You must provide your name and e-mail address. Contact information is available in the [User Support](#) section of this user guide.

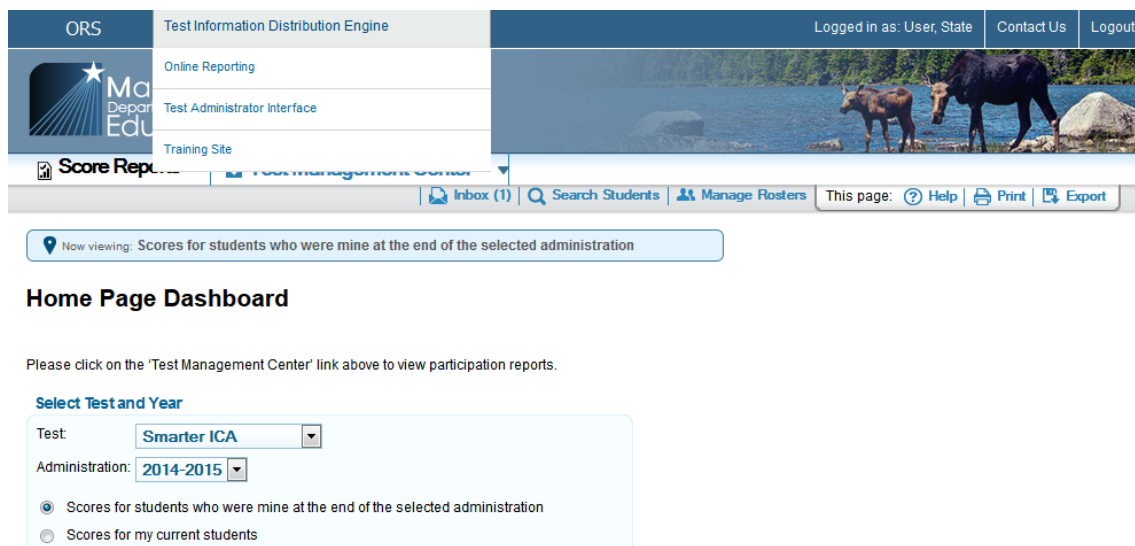
Switching Between MEA Applications

When you are logged in to any MEA application, you can switch between applications without signing in to each system separately. Access to these systems and their features depends on your user role. The Single Sign On feature integrates the following applications:

- Test Information Distribution Engine (TIDE)
- TA Training Site
- TA Interface
- Online Reporting System (ORS)
- Teacher Hand Scoring System

The top left corner of your browser contains a drop-down list that displays the MEA applications you can access.

Figure 3. SSO Drop-Down List in ORS Interface



From the drop-down list, select the application you want to switch to. The home page for that application appears. You are not required to log in again.

Logging out of ORS

ORS contains students' personally identifiable information. Be sure to log out of ORS to ensure that unauthorized users do not have access to this information.

To log out of ORS:

1. Click **Log Out** on the top right hand corner of the page. A warning message appears, advising you that you will be logged out of all MEA systems.
2. Click **Logout** in the lower right corner of the warning message.



Note: ORS has an timeout feature that automatically logs you out of ORS if your session is inactive for 20 minutes.

Section III. Understanding the ORS Interface

This section describes ORS's features and layouts.

ORS Welcome Page

When you first log in to ORS, the **Welcome** page appears. You can select the report you want to view from this page.

Figure 4. Welcome Page

The screenshot shows the 'Welcome to the Online Reporting System' page. At the top, it says 'Welcome to the Online Reporting System' in a large blue font, followed by 'What are you interested in viewing?'. Below this is a 'Select' dropdown menu with 'DEMO DISTRICT (001)' selected. There are two main action areas: one for 'Participation Reports' with a button labeled 'Plan and Manage Testing' (with a lock icon), and another for 'Score Reports' with a button labeled 'Score Reports' (with a bar chart icon).

Welcome to the Online Reporting System

What are you interested in viewing?

Select

DEMO DISTRICT (001)

To view Participation Reports, click here: **Plan and Manage Testing**

To view Score Reports, click here: **Score Reports**

To view ORS reports:

1. From the *Select* drop-down list, select the district or school whose reports you want to view. (This list appears only if you are associated with more than one school or district. For example, if you are a district-level user with access to multiple districts, you will need to select the district whose reports you want to view.)
2. Do one of the following:
 - To view score reports, click **Score Reports**.
 - To view participation data, click **Plan and Manage Testing**.

ORS displays the page corresponding to your selection.

ORS Banner

The banner, which appears on all pages except for the **Welcome** page, provides links to all ORS reports and features.

Figure 5. Maine Banner



Click the links and buttons described below to access the different ORS reports and features.

- **Score Reports** displays the **Score Reports Home** page (see [Figure 8](#)). For information about score reports, refer to [Viewing Score Reports](#).
- The **Test Management Center** drop-down menu provides access to the Test Management Center report options listed below. For information about participation reports, refer to [Viewing Test Management Center](#).
 - Summary Statistics
 - Retrieve Student Results
 - Plan and Manage Testing
 - Test Completion Rates
- **Inbox** displays the **Retrieve Student Results** page where you can access student performance data files. For more information, refer to [Accessing Student Data Files from the Inbox](#).
- **Search Students** opens a pop-up window where you can search for a student by SSID or by first or last name and access test results. For more information, refer to [Searching for Specific Students Score Reports](#).
- **Manage Rosters** opens a pop-up window where you can create and manage student rosters. For more information, refer to [Working with Rosters of Students](#).

General Tools

The banner also consists of several tools. The tools that are available may vary from page to page.

Figure 6. General Tools



- **Help** displays the ORS user guide.
- **Print** displays the browser's dialog box for printing the current page.



Note: Additional printing options are displayed when you click **Print** on the Student Listing Report and Individual Student Report pages, which enable you to generate different score reports in PDF format. For more information, refer to [Viewing Student Listing Report](#).



Caution: The Family Educational Rights and Privacy Act (FERPA) prohibits the release of any personally identifiable information. Printed reports and exported reports that contain personally identifiable student data must be securely stored or destroyed.



Tip: Depending on the report, you may need to set your print options to landscape or horizontal mode to accommodate the various columns in the report. To preview and adjust the scale of the content, use your browser's Print Preview feature.

- **Export** displays the browser's dialog box for exporting the data displayed on the page. You can choose to view the file immediately or save it for future use. The data is exported as a Microsoft Excel (.xls) file.
- **Definitions** displays a pop-up window that provides definitions for terms specific to the report you are viewing (see [Figure 7](#)).

Figure 7. Sample Definitions Window

Definitions

This report includes a listing of all students under the user-selected parameters, including the following columns and any descriptions that may occur within each column:

Student Name – Student's legal name (*Last Name, First Name*)

SSID – Student's 10-digit State Student Identification Number.

Enrolled Grade – The grade in which a student is enrolled.

Restricted Subjects – The subject(s) the student is restricted (blocked) from taking tests.

Current ELL – Indicates whether the student is categorized as an English language learner.

Test – Test name for this student record (e.g., Grade 3 Reading).

Language – The language setting that was assigned to the student (English or Hawaiian).

Opportunity – The opportunity number for that student's specific record.

TA Name – The Test Administrator who created the session in which the student is currently testing (or in which the student completed the test).

Table 1: Status Definitions

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to "Pending" until the TA approves or denies the student.
Expired	The student's opportunity has not been completed and cannot be resumed because the test opportunity has expired. (Opportunities expire after 45 calendar days from the date the student started the test or at the end of the test window.)
Invalidated	The test result has been invalidated and no score will be provided.

Section IV. Viewing Score Reports

This section describes score reports and their features. It also provides instructions on how to access the different score reports.

Overview of Score Reports

Score reports display aggregated scores for districts, schools, teachers, and rosters, as well as individual student performance data for Maine tests. You can use these reports to determine strategies that may improve teaching and learning. You can view performance trends and determine whether overall performance is increasing. Data can be compared with the overall state and district average for the test you are analyzing.

All score report data are based on the total number of students whose tests have been scored. Students who completed but did not submit their tests for scoring are not included in these reports. Since ORS presents data on the aggregate and individual performance of students as their online tests are completed and submitted, it does not take into account any accountability rules. Hence, ORS data is preliminary and may not be used for accountability purposes.

The Interim Comprehensive Assessments (ICAs) include both computerized scoring components (scored immediately) and hand-scoring components (scored at the local level). The reporting system aggregates results in real-time. Performance data will be displayed when students have completed both scored components and the hand-scoring portion results have been entered into the Teacher Scoring System.

The Summative Assessments include both computerized scoring components (scored immediately) and hand-scoring components. The reporting system aggregates results in real-time. Performance data will be displayed when students complete both scored components and the hand-scoring portion results have been processed.

All score reports data, except for individual students' score reports, can be disaggregated into subgroups for detailed analysis. For example, you can view a Grade 5 Mathematics report for a roster, for all of a teacher's students, for an entire school, or for a district.

You can create custom groups of students to analyze aggregated data based on shared characteristics, such as student athletes in an enrolled grade. Refer to [Section VI](#), [Working with Rosters of Students](#), for additional information.

[Table 3](#) provides an overview of the types of reports available through the Score Reports feature and the levels of aggregation at which they can be viewed.

Table 3. Available Score Reports

Report	District Level	School Level	Teacher Level	Roster Level	Student Level
Score Reports Home Summary of performance (to date) across grades and subjects or courses for the current administration.	✓	✓	✓		
Subject Detail Data for a subject within a particular grade or course for the current administration.	✓	✓	✓	✓	
Claim (ICA and Summative)/Block (IAB) Level Detail Claim/Block-level percentage at each performance level for a subject within a particular grade or course for the current administration.	✓	✓	✓	✓	
Target Level Detail Relative strengths and weaknesses by target for a subject within a particular grade or course for the current administration.	✓	✓	✓	✓	
Trend Longitudinal comparison of scores for a selected administration (across time).	✓	✓	✓	✓	✓
Student Listing Roster of all students who belong to a school, teacher, or class with their associated subject or course (and claim, if applicable) scores for the current administration.	✓	✓	✓	✓	
Student Detail Detailed information about a selected student's performance in a specified subject or course (and claim, if applicable).					✓

Accessing Score Reports

The **Score Reports Home** page displays the overall summary of score data and testing progress for your state, district, or school, and is the starting point for data analysis. You can define the students whose aggregated scores you want to view. You can also navigate to more detailed score reports from the **Score Reports Home** page.

The score data you see are dependent on your role; for example, a school administrator only sees that school's aggregate data.

Figure 8. Score Reports Home Page

Score Reports | **Test Management Center** | [Inbox \(0\)](#) | [Search Students](#) | [Manage Rosters](#) | This page: [Help](#) | [Print](#) | [Export](#)

Home Page Dashboard

New viewing: Scores for students who were mine at the end of the selected administration

Select Test and Year

Test: **Smarter Summative**

Administration: **2014-2015**

☒ Scores for students who were mine at the end of the selected administration
☐ Scores for my current students
☐ Scores for students who were mine when they tested during the selected administration

Select

Demo District (001)

Click on a grade and subject to view more information.

Number of Students Tested and Percentage of Students Proficient in Demo District, 2014-2015

ELA/Literacy

Grade	Number of Students Tested	Percent Proficient
Grade 3	5,500	65%
Grade 4	5,650	65%
Grade 5	5,585	68%
Grade 6	5,725	66%
Grade 7	5,400	65%
Grade 8	5,480	68%
Grade 11	4,875	60%

Mathematics

Grade	Number of Students Tested	Percent Proficient
Grade 3	5,500	65%
Grade 4	5,650	65%
Grade 5	5,585	68%
Grade 6	5,725	66%
Grade 7	5,400	65%
Grade 8	5,480	68%
Grade 11	4,875	60%

To view the **Score Reports Home** page immediately after logging in to ORS:

- From the **Select** drop-down list (if available) on the **Welcome** page, select the entity whose scores you want to view and then click **Score Reports**. For information about the **Welcome** page, refer to [ORS Welcome Page](#).

To view the **Score Reports Home** page at any other time:

- Click **Score Reports** on the banner.

Defining the Student Population

From the **Score Reports Home** page, you can select the test and administration for which you want to view score data.

To select the test and administration:

1. From the *Test* drop-down list, select a test.
2. From the *Administration* drop-down list, select an administration.
3. Select the appropriate radio button for the category of students whose scores you wish to view.
 - **Scores for students who were mine at the end of the selected administration—**Displays scores only for those students who tested in the selected test and administration and were associated with your school or district at the end of the selected test and administration.
 - **Scores for my current students—**Displays scores for those students associated with your current rosters, even if they were previously enrolled in a different school or district at the time of the test and administration. This feature provides insight into how students currently assigned to your roster performed in previous grades regardless of where they were enrolled. However, if you currently have a student who did not test in the selected test and administration, no data appears for that student. Examples include students who moved to your school or district from out of state.
 - **Scores for students who were mine when they tested during the selected administration—**Displays scores for students who were associated with your district, school, or roster when they were tested in the selected test and administration.

The **Score Reports Home** page aggregation tables display data based on your selections. Refer to [Understanding the Score Reports Home Aggregation Tables and Accessing Subject Detail Score Reports](#) for information about the tables.

Understanding the Score Reports Home Aggregation Tables and Accessing Subject Detail Score Reports

Aggregation tables appear on the **Score Reports Home** page that display score data for students by grade (or grade-band where applicable) and subject and provide access to more detailed subject score reports.

Figure 9. Score Reports Home Aggregation Tables

Number of Students Tested and Percentage of Students Proficient in Demo District, 2014-2015					
ELA/Literacy			Mathematics		
Grade	Number of Students Tested	Percent Proficient	Grade	Number of Students Tested	Percent Proficient
Grade 3	5,500	65%	Grade 3	5,500	65%
Grade 4	5,650	65%	Grade 4	5,650	65%
Grade 5	5,585	68%	Grade 5	5,585	68%
Grade 6	5,725	66%	Grade 6	5,725	66%
Grade 7	5,400	65%	Grade 7	5,400	65%
Grade 8	5,480	68%	Grade 8	5,480	68%
Grade 11	4,875	60%	Grade 11	4,875	60%

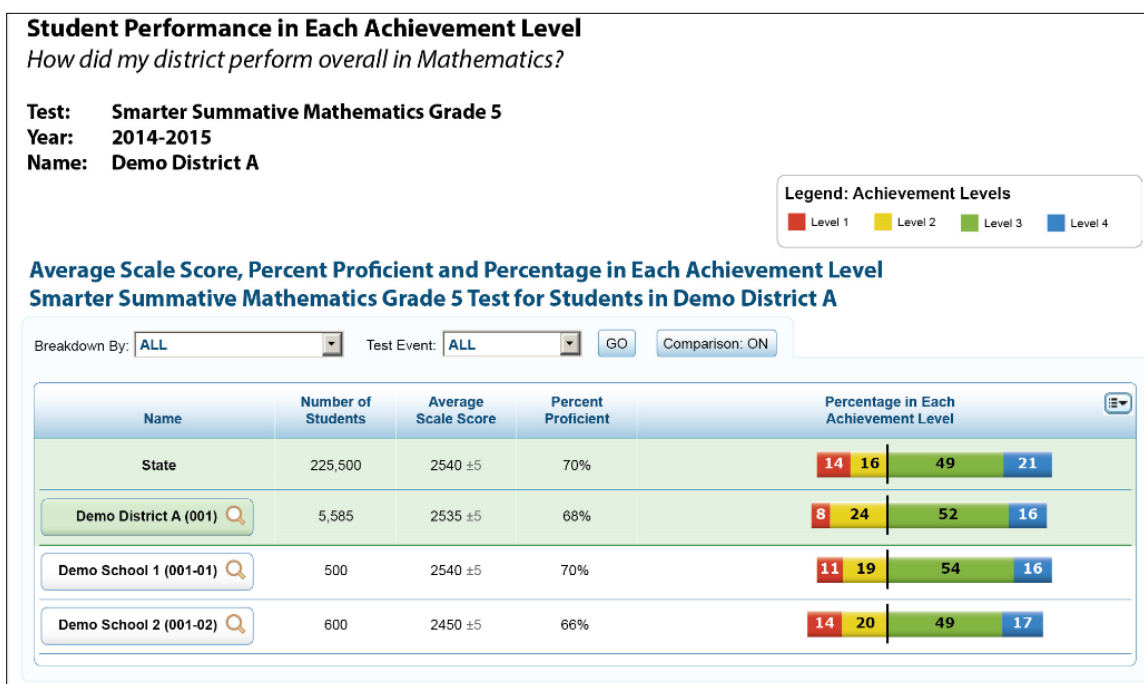
Columns appearing in this report are:

- **Number of Students Tested**—This table displays the number of students to date who have completed their test and have a valid score.
- **Percentage Proficient**—This table displays the percentage of students to date who have scored at Level 3 or above on each Maine test. The percentage is a ratio of the number of students that scored at Level 3 or above on the test to the number of students that took the test. Data in this table are by grade level or course depending on the test.

To access detailed score reports for a particular subject:

- From the **Score Reports Home** page, click the corresponding grade-subject cell in the appropriate table. For example, if you want to view the subject detail report for Grade 5 Mathematics, click the grade-subject button highlighted in [Figure 9](#). The corresponding Subject Detail Report appears. See [Figure 10](#).

Figure 10. Sample Subject Detail Report

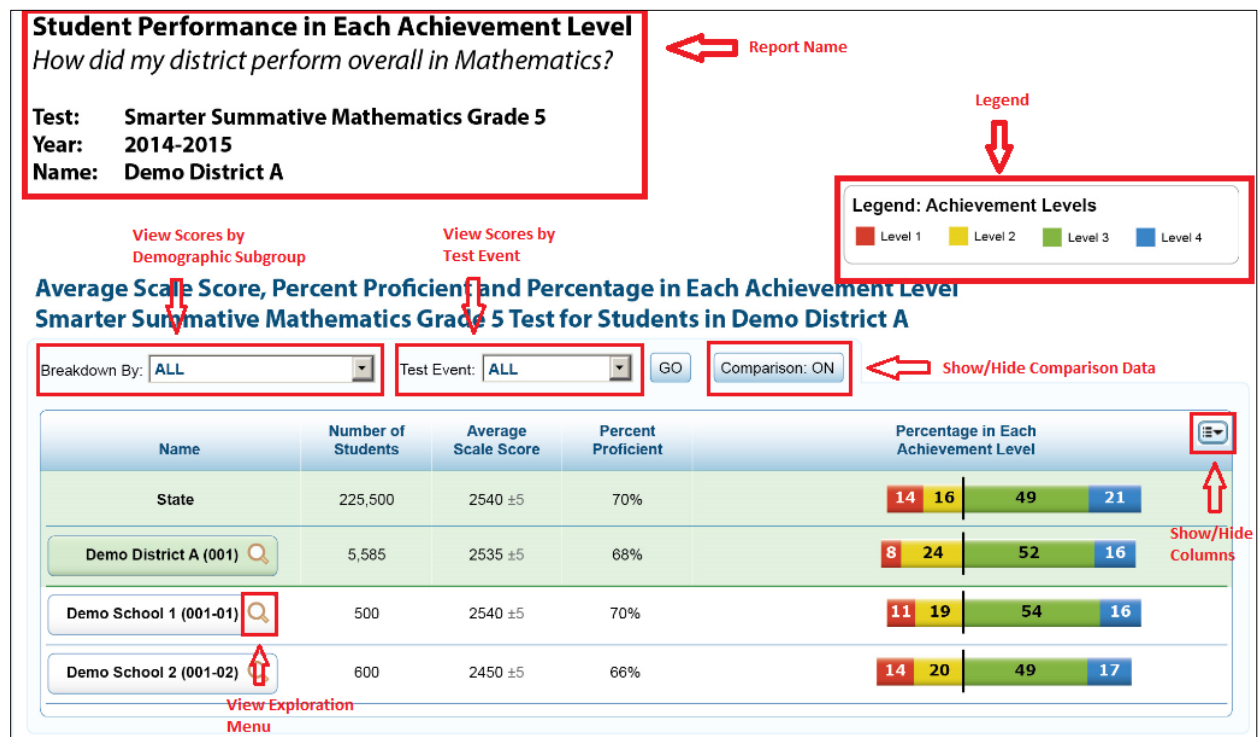


Understanding the Score Report Layout and Features

Most score reports share similar features. [Figure 11](#) illustrates some of the common features of score reports, which are:

- **Name:** The name of the score report, the test, the administration, and the entity (e.g., district, school, teacher, or roster) are displayed on the top of the report.
- **Report Format:** All score reports except individual student reports are in table format such that the first column displays the name or entity, such as district, school, or teacher, to whom the scores belong.
- **Student Population:** The category of students whose score data you are viewing is displayed on the top of the report. The student category corresponds to the radio button selected on the **Score Reports Home** page.
- **Time Stamp:** A time stamp is included at the bottom of every report to indicate when the report was generated.
- **Legend:** A legend is displayed on top of the report to describe the color codes that correspond to each test-specific performance level and can help you understand the data presented on the report. (Legends may not be displayed on all the reports.)

Figure 11. Annotated Subject Detail Score Report




In addition, score reports allow for:

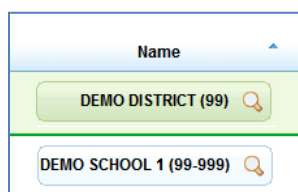
- [Navigating between Score Reports using the Exploration Menu](#)
- [Viewing Scores based on Demographic Subgroup](#)
- [Viewing Scores based on Test Accommodation](#)
- [Showing and Hiding a Report's Columns](#)
- [Sorting Data in a Report](#)

Navigating between Score Reports using the Exploration Menu

You can navigate from one score report to another using the Exploration Menu.

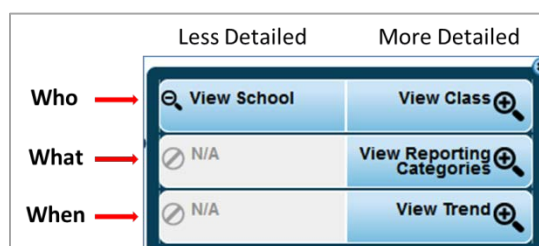
To navigate between score reports:

1. From the Name column of a score report, click  that appears next to each entity (e.g., school or teacher). The Exploration Menu appears displaying the score reports that are available to you.



2. Click the appropriate cell on the Exploration Menu to navigate to a report. For information about the different categories of score reports, refer to [Understanding Score Reports Dimensions](#).

Figure 12. Exploration Menu



Understanding Score Reports Dimensions

Score reports use three “dimension” categories as the primary means of navigating between report levels: “Who, What, and When.” [Table 4](#) describes these dimensions. This feature allows you to view data that can be analyzed appropriately, depending on whether the focus is on testing group (e.g., school or roster), content type (e.g., subjects or claims), or period of time (trend).

Not all dimension categories are available at all times. Available categories are dependent on your user role and the report type and level you are viewing. A grayed out cell with N/A means that you cannot navigate any further up or down in that dimension.

Table 4: Score Reports Dimensions

Dimension	Description	Categories/Reports
Who	Displays data for schools and groups (district-level, school-level, teacher-level, roster-level, and individual students).	View School View Teacher View Class View Student
What	Displays data by claims, blocks, and targets within the selected subject.	View Subject View Claims/Blocks View Targets
When	Displays data either as a snapshot of performance in the current test window or as a historical trend (for the subject/content area you are viewing).	View Trend View Testing Window

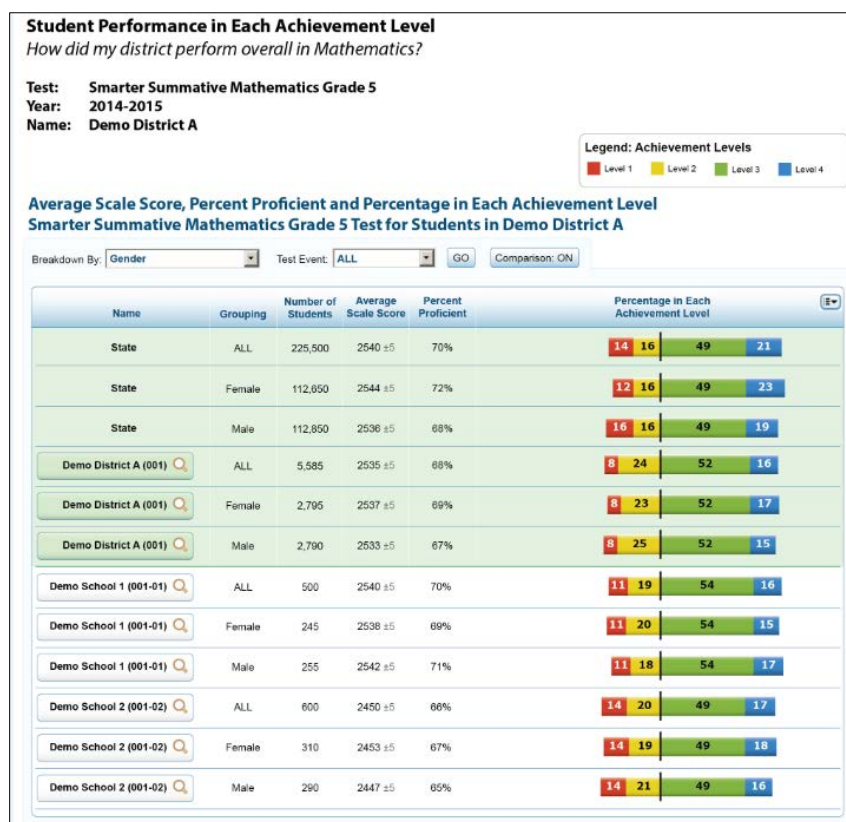
Viewing Scores based on Demographic Subgroup

The *Breakdown By* filter disaggregates the score data by a specific demographic subgroup category. When you select a subgroup, the report expands to display the corresponding data for that subgroup. For example, you can disaggregate a score report by gender to see the associated score data for All, Female, and Male students as shown in [Figure 13](#).

To view score reports by a demographic subgroup:

1. From the *Breakdown By* drop-down list, select the required demographic subgroup. See [Table 5](#) for the available subgroups.
2. Click **Go**.

Figure 13. Sample Score Report with Breakdown By Gender



[Table 5](#) lists the available demographic subgroup categories.

Table 5. Demographic Subgroups

Subgroup	Description	Possible Values
Limited English Proficiency Status	Student's LEP status.	<ul style="list-style-type: none"> • Yes • No
Sex	Student's gender.	<ul style="list-style-type: none"> • Female • Male
Section 504 Status	Student's 504 status.	<ul style="list-style-type: none"> • Yes • No
IDEA Indicator	Student's Special Education program status.	<ul style="list-style-type: none"> • Yes • No
Enrolled Grade	Grade in which student is enrolled during the test administration.	<ul style="list-style-type: none"> • Kindergarten • Grade 01 through Grade 13 • Postsecondary
Economic Disadvantage Status	Indicates student's disadvantage economic status.	<ul style="list-style-type: none"> • Yes • No
Race/Ethnicity	Student's ethnicity code.	<ul style="list-style-type: none"> • Asian • Black or African American • American Indian or Alaska Native • White • Hispanic or Latino Ethnicity • Native Hawaiian or Other Pacific Islander • Two or More Races

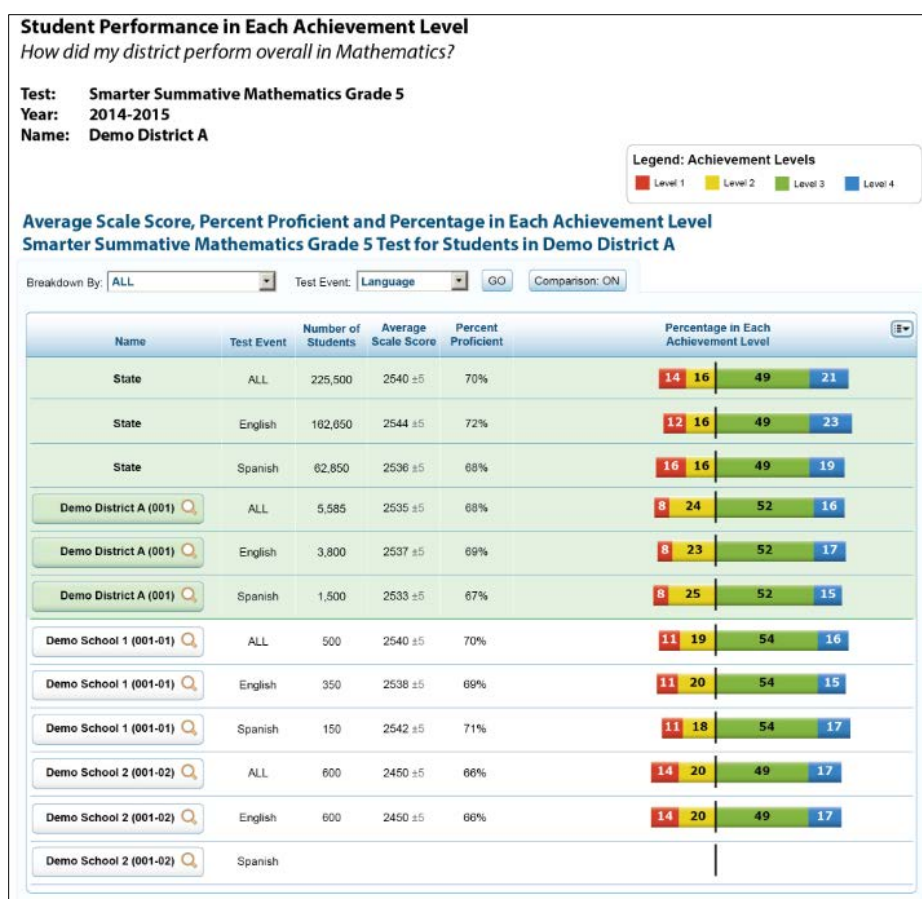
Viewing Scores based on Test Accommodation

You can use the *Test Event* filter to disaggregate score data by a test accommodation. When you select an accommodation, the report expands to display the corresponding data for that accommodation. For example, you can select the accommodation language to display the data disaggregated by all available languages.

To view score reports by a test event:

1. From the *Test Event* drop-down list, select the required test accommodation.
2. Click **Go**.

Figure 14. Sample Score Report with Breakdown By Language



Showing and Hiding a Report's Columns

You can choose the columns that you want to display on a score report.

To show or hide a report's columns:


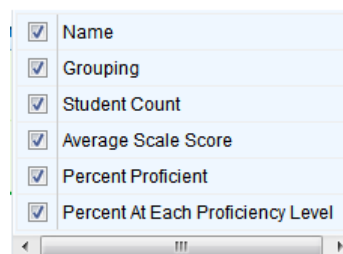
1. Click  in the top right corner of the table. A list of the columns constituting the table is displayed.
2. To show columns, mark the checkboxes next to the columns that you wish to see.
3. To hide columns, clear the checkboxes next to the columns that you wish to hide.
4. To remove the list from view, move your cursor away from the arrow icon.

Figure 15. List of Score Report Columns



Sorting Data in a Report

You can sort data in ascending or descending order for all the columns. The default sort is by Name in ascending order.

To sort the data:

1. Click the column header to sort data in ascending (A–Z; 1–10) order.
2. Click the column header again to sort the data in descending (Z–A; 10–1) order.

Showing and Hiding Comparison Data

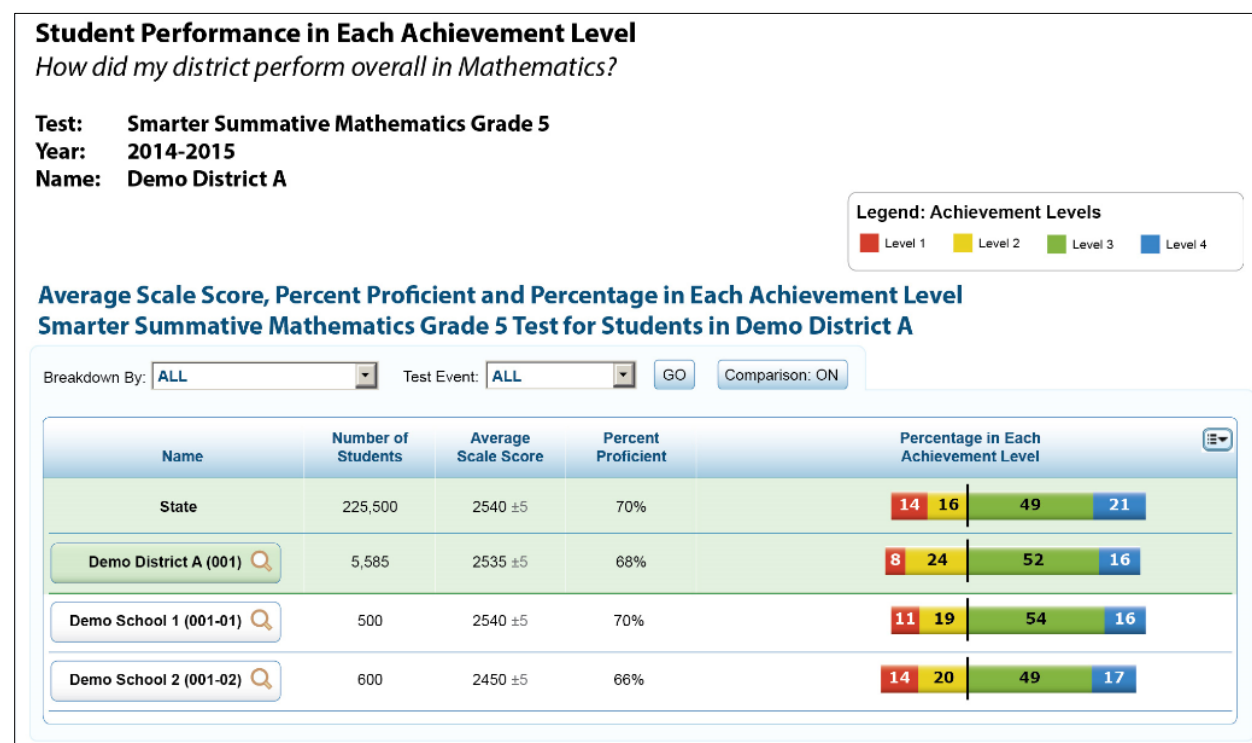
By default, each of the score reports provide overall score data of the state, district, or school appearing in the top rows above the green line. This can be used for comparing your results to the parent entity. If the comparison data appear in the same table as the rest of the report, you can choose to show or hide the comparison data when viewing the report.

To show or hide comparison data:

- Click the **Comparison** button above the report.

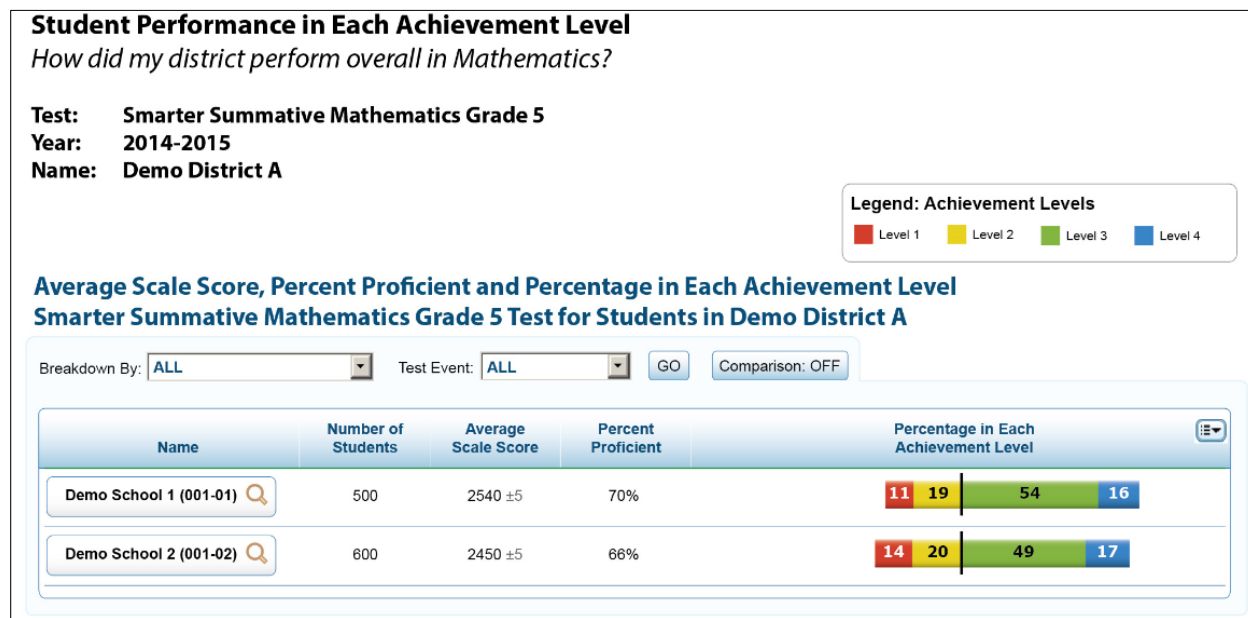
When **Comparison: On** is displayed, the comparison rows are visible on the report.

Figure 16. Sample Score Report with Comparison On



When **Comparison: Off** is displayed, the comparison rows are hidden from view.

Figure 17. Sample Score Report with Comparison Off



Viewing Subject Detail Score Reports

The Subject Detail Report is the first score report that you can access from the **Score Reports Home** page. It belongs to the “who” dimension of score report categories and provides access to other score report categories.

The name of the score report is *Aggregated [Grade] [Subject] Scale Score and Performance Levels of Students in [Entity]*, where the text within brackets indicates variables that change based on the test that you have selected.

The Subject Detail Reports display overall student performance for the selected test. All data are based on the total number of students who have taken and completed the test and submitted it for scoring. [Table 6](#) describes the Subject Detail Reports columns.

Table 6. Subject Detail Report Columns

Column	Description
Name	The name of the entity/individual you are viewing (e.g., district, school, teacher/personnel, roster, student).
Number of Students	The number of students to date who submitted the selected test for scoring.
Average Scale Score	The average score and standard error of the mean of students who completed the scaled tests.
Percent Proficient	The percentage of students to date who scored level 3 or above on the selected test.
Percent in Each Achievement Level	The distribution of students across each of the four achievement levels.

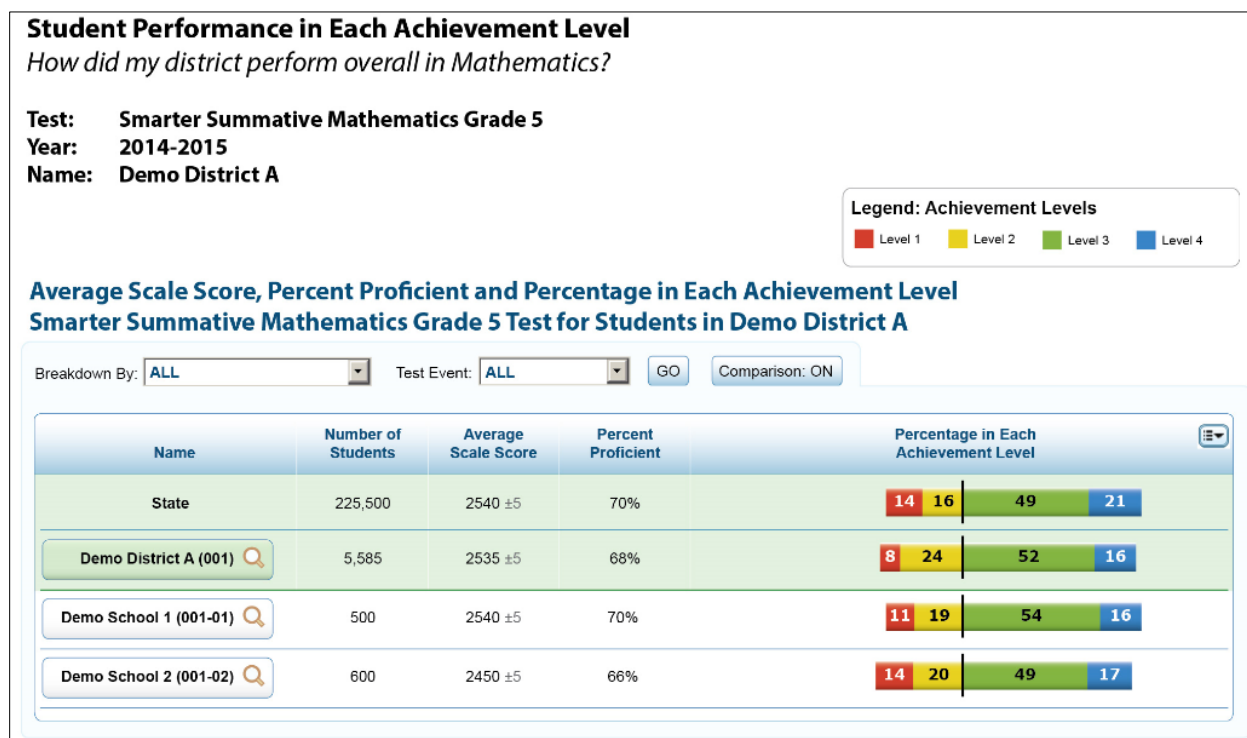
Viewing School Listing Report

The School Listing Report is the default for state- and district-level users and shows data for the grade and subject selected on the **Score Reports Home** page. A school's performance data in the selected grade and subject is displayed together with the associated district's and state's performance in the selected grade and subject for the purpose of comparison. You can view the data for each school in the selected district.

To generate a school listing report:

- From the **Score Report Home** page, define the student population as described in the section [Defining the Student Population](#).
- From the Percentage of Students Proficient or Number of Students Tested tables, click the grade-subject cell for which you want to view a school listing report. The School Listing Report for the selected grade-subject appears.

Figure 18. Sample School Listing Report



You can continue to lower levels of this report and view data at the teacher (personnel), roster and student levels using the Exploration Menu. You can also switch to the Claims Report or the Trend Report. For information about navigating between reports and other features, refer to [Understanding the Score Report Layout and Features](#).

Viewing Teacher Listing Report

The Teacher Listing Report displays data for all the teachers in the selected school whose students have completed the selected test.

To navigate to the Teacher Listing Report from the School Listing Report:


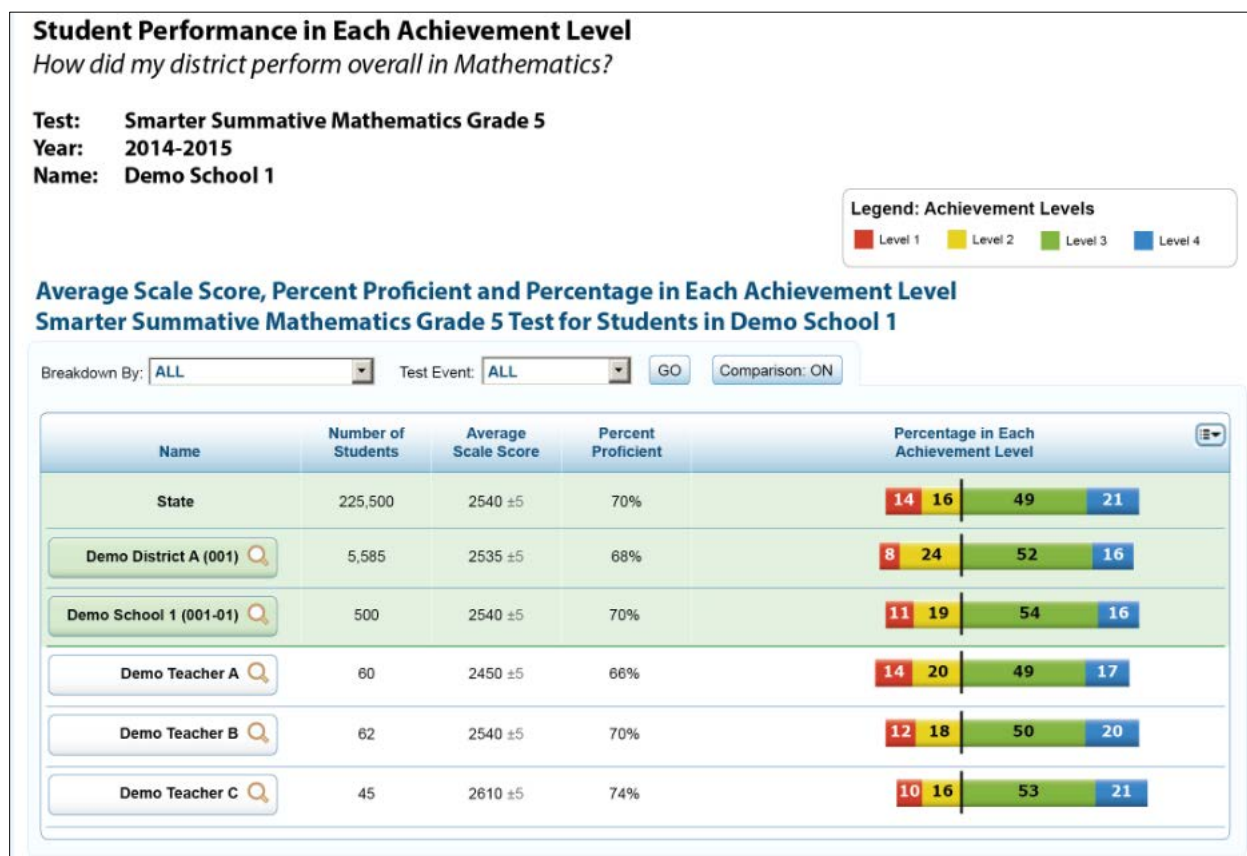
1. On the School Listing Report ([Figure 18](#)), click  next to a school name. The Exploration Menu appears.
2. Click **View Teacher**.

Figure 19. Teacher Listing Report




You can navigate to lower or higher levels of this report or switch to other score report dimensions using the Exploration Menu. For information about navigating between reports and other features, refer to [Understanding the Score Report Layout and Features](#).

Viewing Roster Listing Report

The Roster Listing Report displays the selected teacher's rosters; these rosters include students who have completed the selected test. For information about how to create rosters, refer to [Working with Rosters of Students](#).

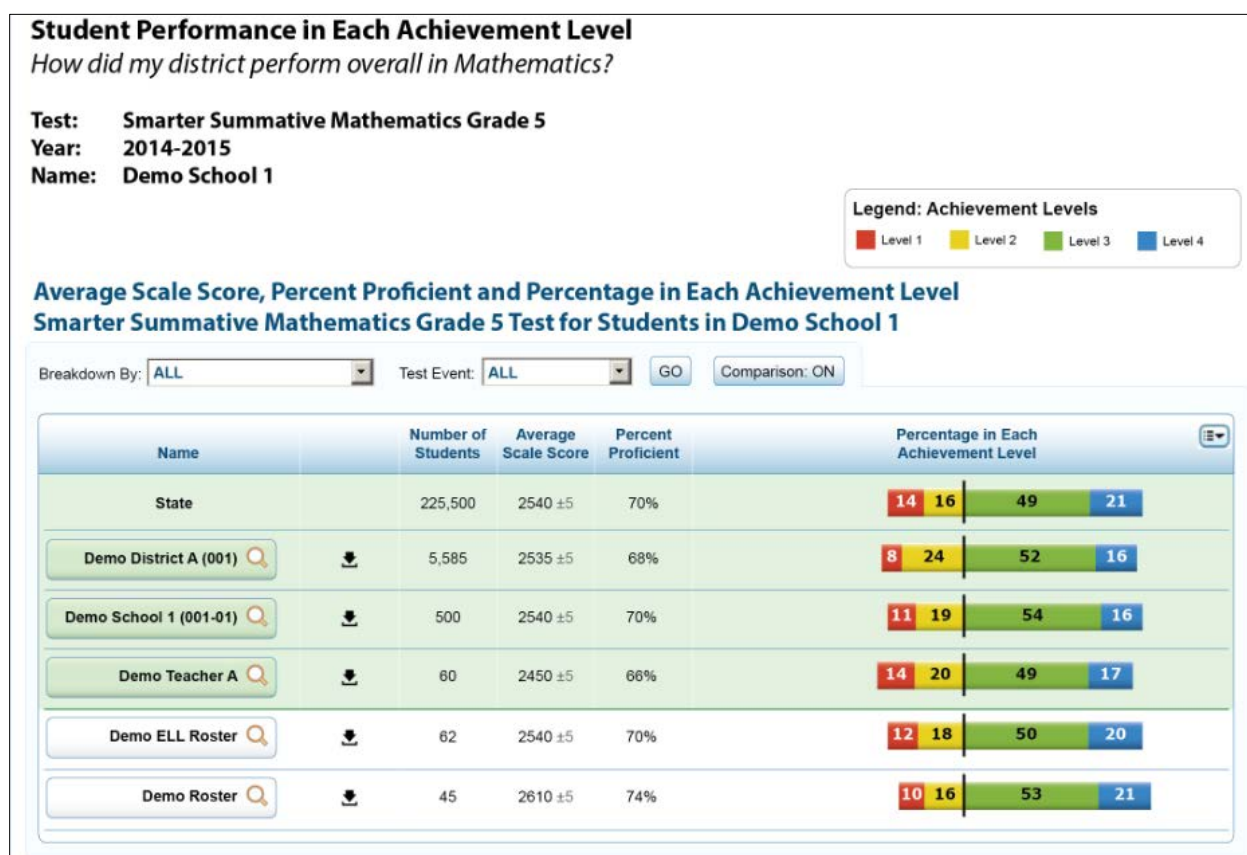
To navigate to the Roster Listing Report from the Teacher Listing Report:

1. On the Teacher Listing Report ([Figure 19](#)), click  next to a teacher's name. The Exploration Menu appears. (Refer to [Viewing Teacher Listing Report](#) for information about how to access the Teacher Listing Report).
2. Click **View Class**.



Tip: To view all the rosters in a school, click the magnifying glass next to the school's name and click **View Class**.

Figure 20. Class Listing Report




You can navigate to lower or higher levels of this report or switch to other score report dimensions using the Exploration Menu. For information about navigating between reports and other features, refer to [Understanding the Score Report Layout and Features](#).

Viewing Student Listing Report

The Student Listing Report displays all the students in the selected roster who have completed the selected test.

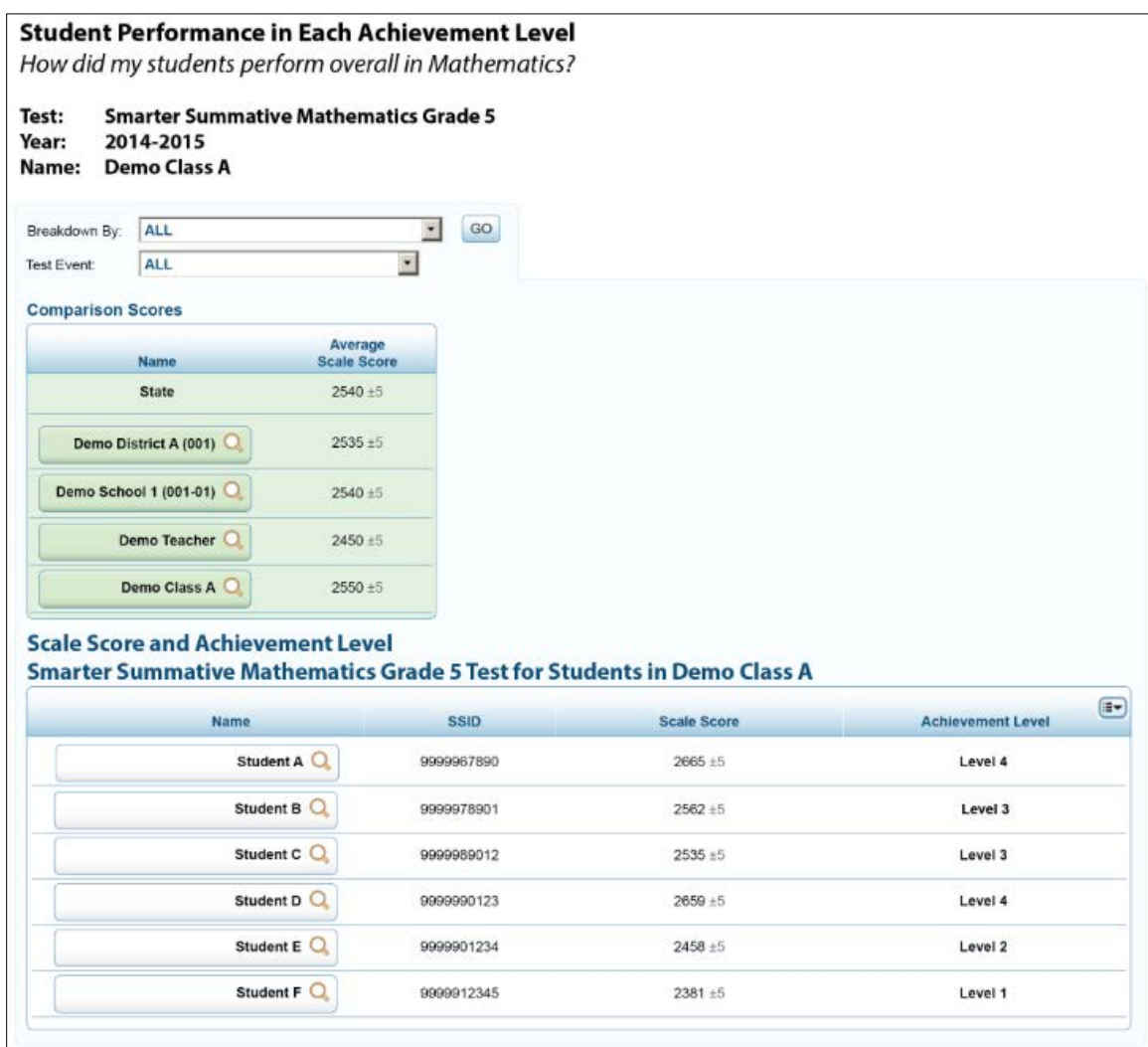
To navigate to the Student Listing Report from the Roster Listing Report:

1. On the Roster Listing Report ([Figure 20](#)), click  next to a roster's name. The Exploration Menu appears. (Refer to [Viewing Roster Listing Report](#) for information about how to access the Roster Listing Report).
2. Click **View Student**.



Tip: To view all the students in a school or all the students associated with a teacher, click the magnifying glass next to the school's name or teacher's name as applicable, and then click **View Student**.

Figure 21. Sample Student Listing Report



You can navigate to lower or higher levels of this report or switch to other score report dimensions using the Exploration Menu. For information about navigating between reports and other features, refer to [Understanding the Score Report Layout and Features](#).

About the Student Listing Report

The Student Listing Report differs from the Subject Detail Reports in several key ways.

- The student's SSID is displayed.
- The scores are for individual students and are not mean scores.
- The procedure for viewing score data by demographic subgroup or test event is different from other score reports. To disaggregate score data by demographic subgroup:
 - a. From the *Breakdown By* or *Test Event* drop-down list, select the required group or accommodation.
 - b. From the *Values* drop-down list, select a specific subgroup or test event value. For example, select **Male** for the subgroup **Gender**.
 - c. Click **Go**. The new list only includes students that match the specified value.
- **Show All Opportunities** on the Student Listing Report allows you to view how each student has performed for each opportunity. For the ICA, the ORS aggregates results for the test opportunity corresponding to a student's performance on the most recent opportunity.
- **Print** on the Student Listing Report prints the current page and generates a PDF file of individual student reports of all the students in the roster. When you click **Print** on the Student Listing Report, a pop-up window appears for specifying the report to print.
 - To print the data displayed on the page, click **Print this Page**.
 - To generate a PDF report of all the listed students, click **Most Recent Opportunities**. The PDF reports can be accessed from the *Inbox* section of the **Retrieve Student Results** page. For more information, refer to [Accessing Student Data Files from the Inbox](#).

Viewing Individual Student Report

The Individual Student Report displays the breakdown of the student's scale score; achievement level for the selected subject; as well as performance and claim description at each claim. The report includes average scale scores for the state and district for comparison purposes.

To navigate to the Individual Student Report from the Student Listing Report:


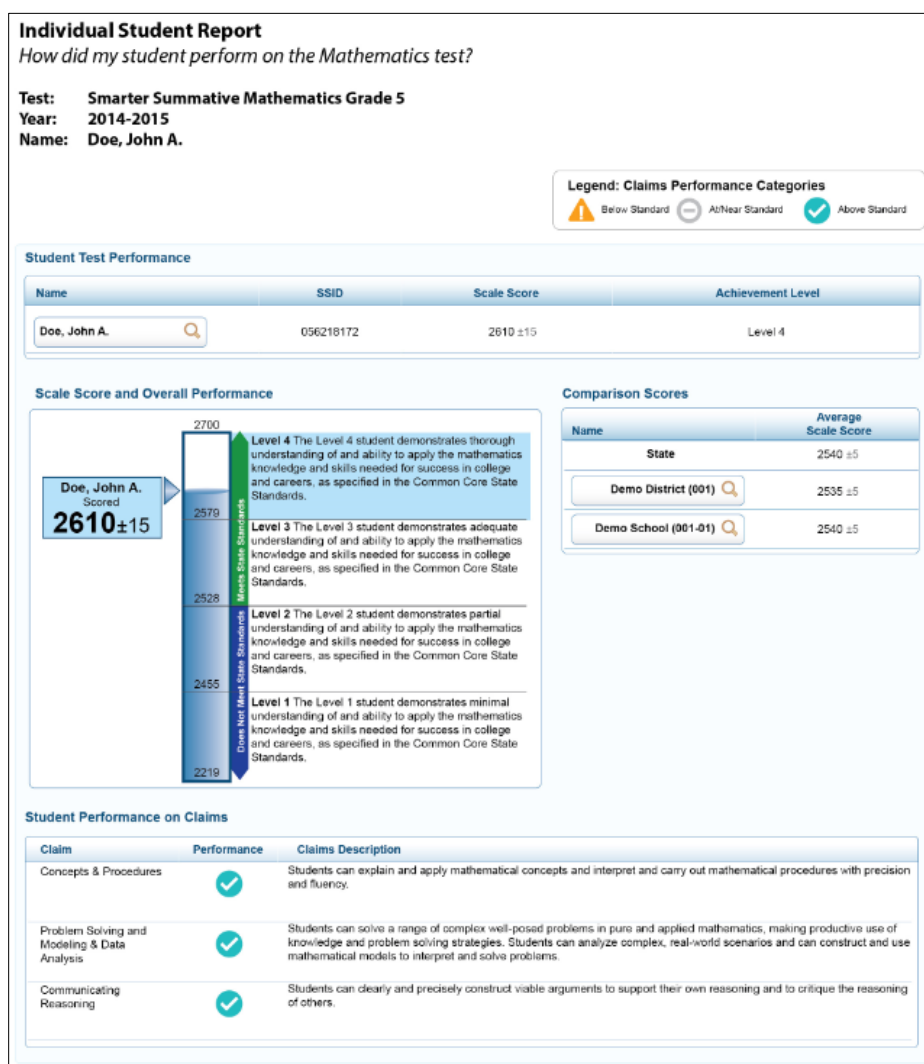
1. On the Student Listing Report ([Figure 21](#)), click  next to a student's name. The Exploration Menu appears. (Refer to [Viewing Student Listing Report](#) for information about how to access the Student Listing Report).
2. Click **View Student**.

Figure 22. Sample Individual Student Report




Viewing Claims Score Reports

The Claims Report, which belongs to the “what” dimension of score report categories, shows the percentage of your students in each Claims performance level for the selected subject.

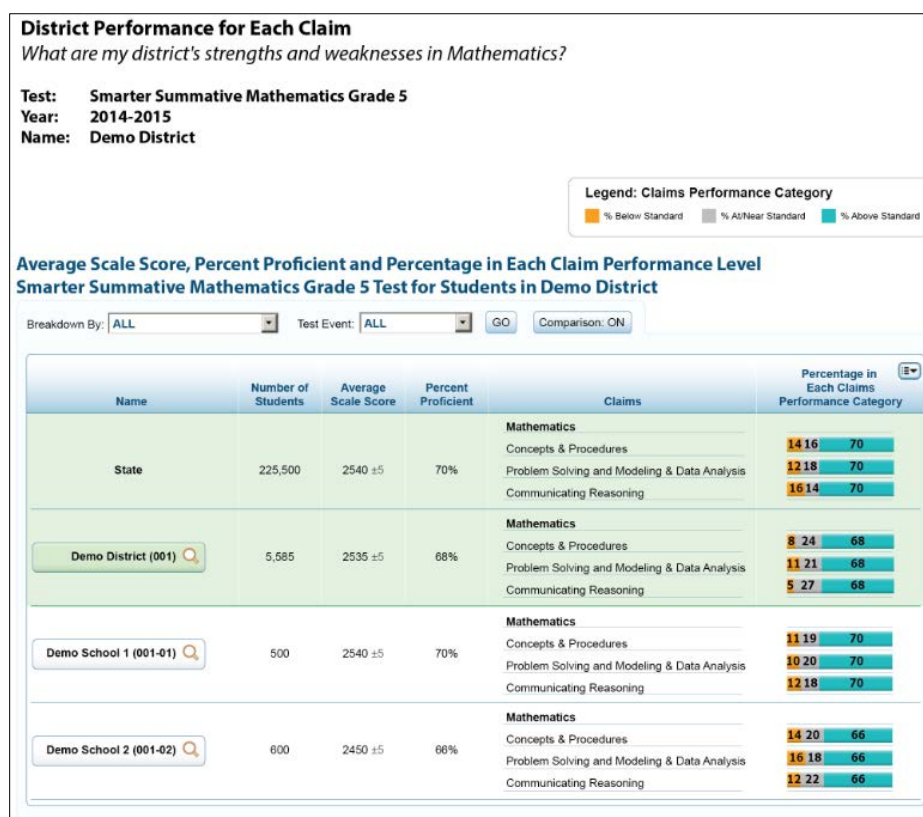
The name of the score report is *Average Scale Score, Percent Proficient and Percentage in Each Claims Performance Level [Test Name] [Subject] Grade [Grade] for Students in [Entity]*, where the text within brackets indicates variables that change based on the test that you have selected.

To access the Reporting Categories Report from the School Listing Report:

1. On the School Listing Report ([Figure 18](#)), click  next to an entity's name. The Exploration Menu appears. (Refer to [Viewing School Listing Report](#) for information about how to access the School Listing Report).
2. Click **View Claims**.

You can access the Claims Report in a similar way from any of the Subject Detail Reports, except for the Individual Student Report.

Figure 23. Sample Claims Report



As with the Subject Detail Reports, you can use the Exploration Menu to view data at the teacher (personnel), roster, or student level. You can also switch to the Target Report or the

Trend Report. For information about navigating between reports and other features, refer to [Understanding the Score Report Layout and Features](#).

Viewing Strengths and Weaknesses by Targets Report

This report displays all the targets for each of the claims in the selected test. The data shown in the Comparison Scores table are the average subject scale scores for the state, district, school, teacher, and roster.



Note: Target Reports will not appear in the first year of testing for Smarter Interim Assessments.

To navigate to the Strengths and Weaknesses by Target Report from the Claims Report:


1. On the Claims Report ([Figure 23](#)), click  next to an entity. The Exploration Menu appears. (Refer to [Viewing Claims Score Reports](#) for information about how to access the Claims Report).
2. Click **View Targets**.

Figure 24. Sample Strengths and Weaknesses by Target






Understanding the Strengths and Weaknesses by Target Report

The performance levels indicated on this report are relative to the test as a whole. Unlike performance levels provided at the subject level, these strengths and weaknesses do not imply proficiency. Instead, they show how a group of students' performance is distributed across the target content relative to their overall subject performance on a test.

For example, a group of students may have performed very well in a subject, but performed slightly lower in several targets. Thus, the minus sign for a target does not imply a lack of proficiency. Instead, it simply communicates that these students' performance on that target was statistically lower than their performance across all other targets put together. Although the students are doing well, an educator may want to focus instruction on these areas.

[Table 7](#) provides definitions for each performance level.

Table 7. Target Level Legend Descriptions

Icon	Target Level	Description
	Better than performance on the test as a whole	This target is a relative strength. The group of students performed better on items from this target than they did on the rest of the test as a whole.
	Similar to performance on the test as a whole	This target is neither a relative strength nor a relative weakness. The group of students performed about as well on items from this target as they did on the rest of the test as a whole.
	Worse than performance on the test as a whole	This target is a relative weakness. The group of students did not perform as well on items from this target as they did on the rest of the test as a whole.
*	Insufficient Information	Not enough information is available to determine whether this target is a relative strength or weakness.

Viewing Trend Reports

Trend Reports, which belong to the “when” dimension of score report categories, display the overall performance of a student or group of students in the selected subject throughout the administrations using graphs and tables. The average scale score and associated standard error for each testing window is plotted. Scores from previous years represent a group’s average score or a student’s individual score from that year’s testing window. All tests taken within the current school year are valid only for individual student trends.



Note: Trend Reports will be available starting with the Smarter Summative Assessment. You can use these reports to compare how students have performed over time on Smarter Interim Comprehensive Assessments and Smarter Summative Assessments. Trend Reports will not be available for the Smarter Assessment Blocks.

The name of the score report is *Student Performance Over Time*.

Figure 25. Sample District Trend Report



Understanding Trend Report Features

The Trend Report shows the trend of performance for the state, district, school, teacher, class, or student you are analyzing. The graph plots the data points for the selected groups of students or individual students at each point in time (across test administrations both within and between school years). The red line in the graph is the performance level for the current grade. You can see details of a score by placing the mouse over a point on the line graph.

Trend Reports are interactive. You can use the Choose Who to Graph and What to Graph (if available) features to plot specific data on the historical graph. The notable Trend Report features are described below.

Choose Who to Graph

In this section, you may select up to five entities to compare at one time. Due to space constraints, you cannot select more than five entities. A trend line for each selected entity will appear on the graph and will be color coded.

Viewing Data by Demographic Subgroup

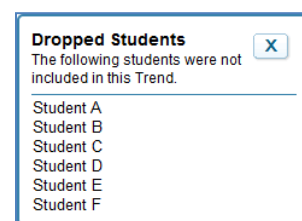
As with the subject and claims reports, you may also choose to plot data points by subgroup, for example, gender. When a subgroup is selected, the Choose Who to Graph box will display the options for each entity. Select the combination of entity and subgroups that you want to plot.

Dimensions

Each entity listed in this box also displays the magnifying glass icon. You can elect to drill down and view trend data at the teacher (personnel), roster, or student levels.

Dropped Students

All trend report pages include a column called Dropped Students. A **View** button in the Dropped Students column indicates that some students were not included in the Trend Report. If the column displays N/A, then no students were dropped or excluded from the Trend Report. To see the students who were not included, click **View**. A pop-up window will appear showing the names of the students.



Students in the aggregate grouping are dropped from a Trend Report if they have not completed the selected test across all charted test windows. For example, a student who took the Grade 5 Mathematics test in the fall and winter, but not in the spring window will be excluded from a Trend Report that includes all three testing windows.

Why Students Are Dropped

When looking at data for a group of students over time, it is important to look at the same sample of students. ORS omits from mean-score calculations any student who was absent from any of the testing windows included in the report. This helps to ensure that observed changes

in mean scores are the result of actual differences in performance and not the result of the absence of a student during a testing window. Because of this, the average score on the Trend Report may not always match what you observe in the Subject Detail Report, especially if many students were omitted from the trend calculations.

Hiding Trend Lines

After you have plotted trend lines, you may want to temporarily hide a trend line to better view data. To do so, navigate to the box below the graph that contains the legend for the trend lines.

Figure 26. Sample Trend Line Box

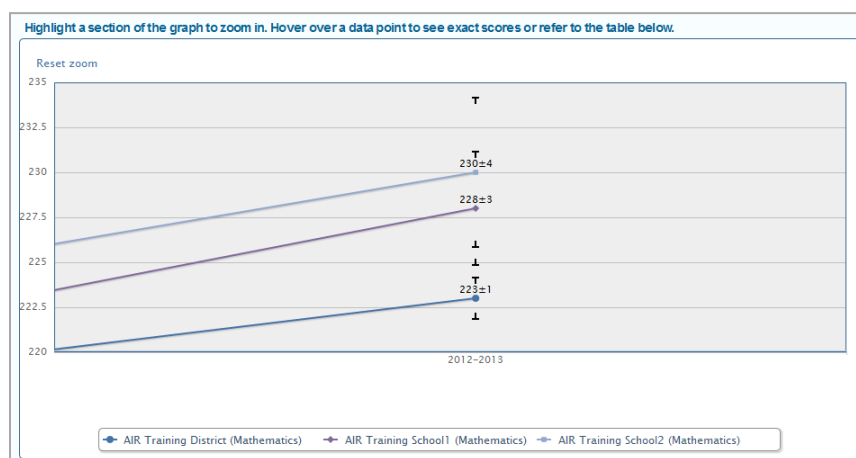


To hide/unhide the trend lines:

1. Locate the box listing the trend lines for the report (see [Figure 26](#)).
2. Click the trends you want to hide. The selected trend is grayed out and the line disappears from the graph.
3. To display the trend line, click the trend name again. The line reappears on the graph.

Zoom Feature

Sometimes data points are plotted very close to one another, and it can be difficult to discern what points belong to which entity or reporting category. You can use your computer's mouse to zoom in on different areas of the graph.



To zoom in or out of a trend graph:

1. To zoom in, click your mouse's left button and drag the mouse over an area of the graph that has at least one data point. Repeat this action until you are satisfied with the view.

- To zoom out and return to the full trend graph, click **Reset zoom** at the upper-left corner of the graph.

Viewing District Trend Report

The District Trend Report displays the trends for the selected schools within the district.

To view the District Trend report:


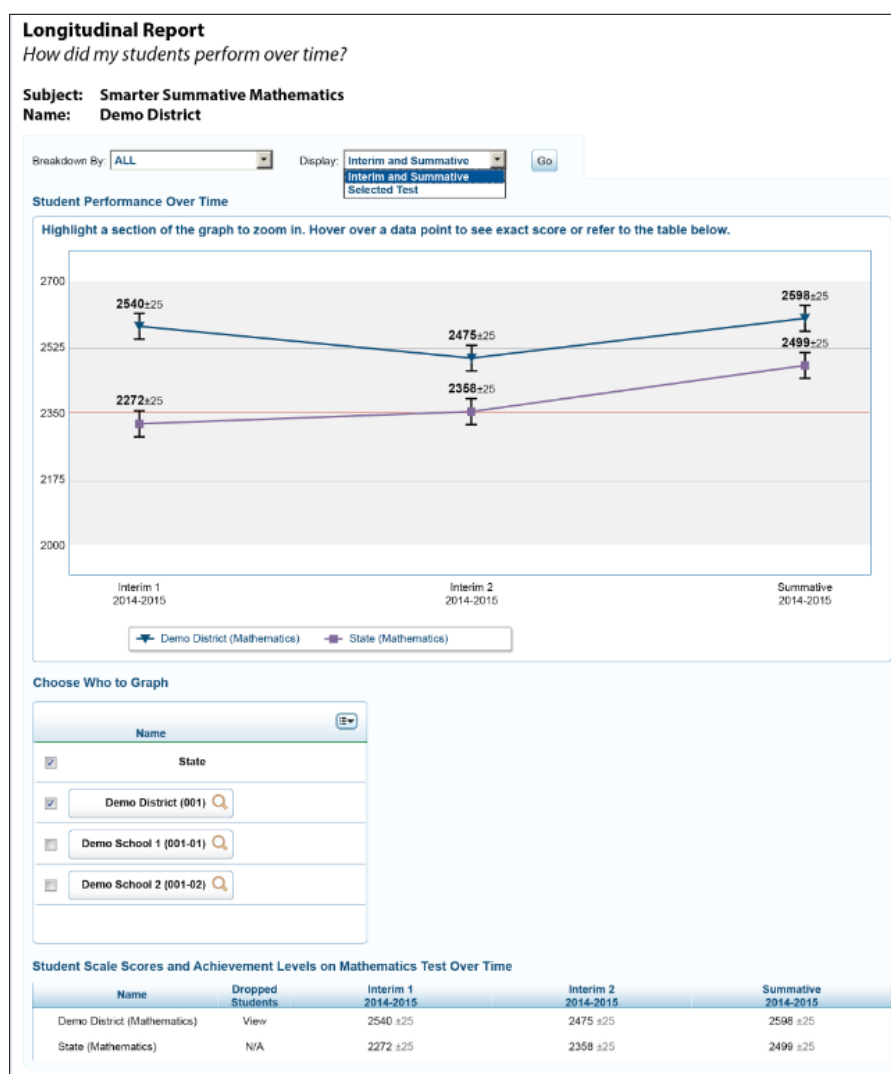
- On the School Listing Report (see [Figure 18](#)), click  next to the district. The Exploration Menu appears. (Refer to [Viewing School Listing Report](#) for information on how to view the School Listing Report.)
- Click **View Trend**.

Figure 27. Sample District Trend Report



Viewing Teacher Trend Report

The Teacher Trend Report displays the trends for the selected teachers within a school. The data shown are the average scale scores for the selected school.

To view the Teacher Trend Report from the District Trend Report:


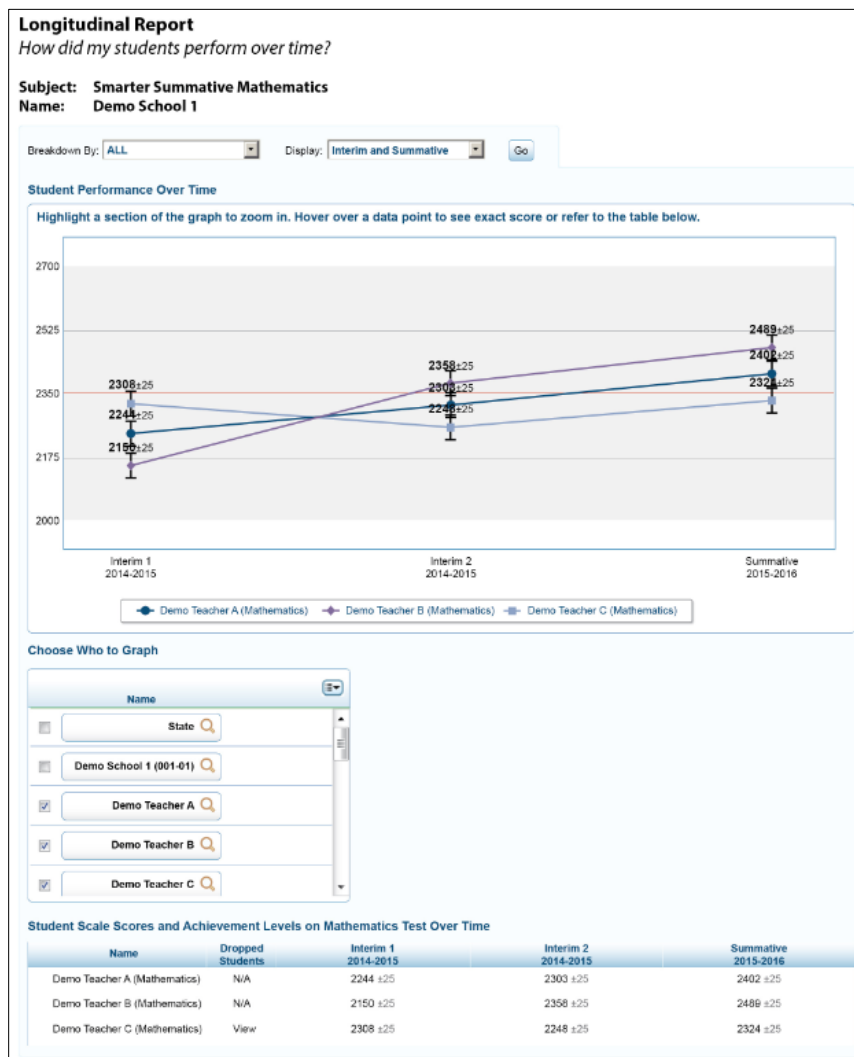
1. On the District Trend Report (see [Figure 27](#)), click  next to a school. The Exploration Menu appears. (Refer to [Viewing District Trend Report](#) for information on how to view the District Trend Report.)
2. Click **View Personnel**.
3. To plot trends for specific teachers, from the Choose Who to Graph box, mark the checkbox next to each teacher.

Figure 28. Sample Teacher Trend Report



Viewing Roster Trend Report

The Roster Trend Report displays the trends for the selected rosters associated with a teacher. The data shown are the average scale scores of all rosters for the selected teacher.

To view the Roster Trend Report from the Teacher Trend Report:


1. On the Teacher Trend Report (see [Figure 28](#)), click  next to a teacher. The Exploration Menu appears. (Refer to [Viewing Teacher Trend Report](#) for information on how to view the Teacher Trend Report.)
2. Click **View Roster**.
3. To plot trends for specific rosters, from the Choose Who to Graph box, mark the checkbox next to each roster.

Figure 29. Sample Roster Trend Report



Viewing Student Listing Trend Report

The Student Listing Trend Report displays the trends for the selected students within a roster.

To view the Student Listing Trend Report from the Roster Trend Report:


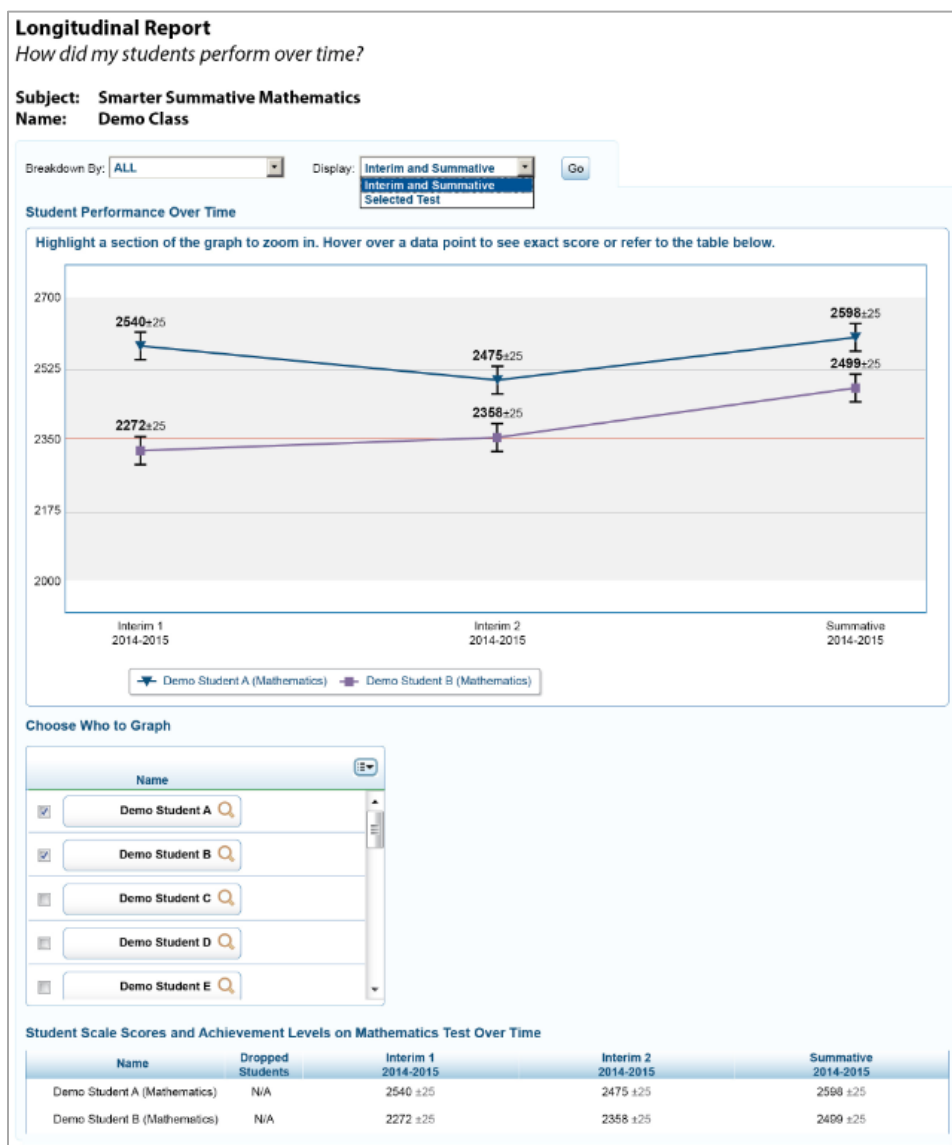
1. On the Roster Trend Report (see [Figure 29](#)), click  next to a roster. The Exploration Menu appears. (Refer to [Viewing Roster Trend Report](#) for information on how to view the Roster Trend Report.)
2. Click **View Student**.
3. To plot trends for specific students, from the Choose Who to Graph box, mark the checkbox next to each student.

Figure 30. Sample Student Listing Trend Report



Viewing Interim Assessment Block Reports

Interim Assessment Block (IAB) Reports focus on small sets of related concepts within a test. An example of an IAB report is a student's performance on the fractions block within a mathematics test.

The Interim Assessment Blocks (IABs) include both computerized scoring components (scored immediately) and hand-scoring components (scored at the local level). ORS aggregates results in real-time. Performance data will display when students have completed both scored components and the hand-scoring portion results have been entered into the Teacher Scoring System. For the IAB, ORS aggregates results for the test opportunity corresponding to a student's performance on the most recent opportunity. For instances in which a student completes multiple opportunities for only one IAB, ORS aggregates only those results corresponding to the most recent opportunity for that one block. You can view a student's performance on all test opportunities by using the **Show All Opportunities** button on the student listing page or referring to the individual student report.

Viewing IAB Reports by Grade on Score Reports Home Page

IAB Reports provide summary information for student participation by grade. These reports have a name of the form *Number of Students Tested at Least One Block In [Entity], [Administration]*, where the text within brackets changes depending on your selections.

To display IAB Reports:

1. In the banner, click **Score Reports**. The **Home Page Dashboard** page appears.
2. From the *Test* drop-down list, select **Smarter IAB**.
3. From the *Administration* drop-down list, select an administration.
4. Select the radio button for the category of students whose scores you wish to view. For an explanation of the radio buttons, refer to [Defining the Student Population](#).

- From the *Select* drop-down list (if available), select the district whose IAB scores you wish to view. The disaggregation report appears (see [Figure 31](#)). The data you see are dependent on your role.

Figure 31. District IAB Report by Grade

Number of Students Tested at Least One Block in Demo District, 2014-2015			
ELA/Literacy		Mathematics	
Grade	Number of Students Tested at Least One Block	Grade	Number of Students Tested at Least One Block
Grade 3	5,500	Grade 3	5,500
Grade 4	5,650	Grade 4	5,650
Grade 5	5,585	Grade 5	5,585
Grade 6	5,725	Grade 6	5,725

Number of Students Tested at Least One Block shows the number of students who completed tests and have been scored for at least one block. For example, referring to [Figure 31](#), within the Demo district, 5,500 third-grade students completed an IAB ELA/Literacy test with at least one completed block.

Viewing Grade-Level IAB Reports by School

Grade-level IAB Reports provide summary information for student participation by school. These reports have a name of the form *Number of Students Tested at Least One Block [Test] [Subject] [Grade] Test for Students in [Entity]*, where the text within brackets changes depending on your selections. The disaggregation in this report is by school.

To display grade-level IAB reports:

1. Display the IAB report on Score Reports Home Page as described in [Viewing IAB Reports](#).
2. In the table for the subject you want to view, under the Number of Students Tested at Least One Block column (see [Figure 32](#)), click the button for the grade and subject whose results you want to view. The disaggregation report appears.

Figure 32. Grade-Level IAB Report by School

Number of Students Tested at Least One Block Smarter Interim Assessment Blocks Mathematics Grade 5 Test for Students in Demo District A			
Breakdown By: ALL	Test Event: ALL	GO	Comparison: ON
Name	Number of Students Tested at Least One Block	Average Number of Blocks Students Completed	Average Number of Blocks Students Performed Above Standard
State	225,500	4.2	3.8
Demo District A (001)	5,585	5.1	4.2
Demo School 1 (001-01)	500	5.5	4.5
Demo School 2 (001-02)	600	4.7	3.8

[Table 8](#) lists the columns appearing in the grade level IAB Report.

Table 8. Columns in the Grade-Level IAB Report

Column	Definition
Name	Name of school.
Number of Students Tested at Least One Block	Number of students who submitted tests for at least one block.
Average Number of Blocks Students Completed	The average number of blocks each student completed, computed over all students' most recent test opportunity.
Average Number of Blocks Students Performed Above Standard	The average number of blocks each student completed for which the score was above the Smarter standard, computed over all students' most recent test opportunity.

For example, referring to [Figure 32](#), within Demo School 1 in the Demo District:

- 500 fifth-grade students submitted an IAB mathematics test with at least one completed block.
- Of those completed tests, students completed an average of 5.5 blocks.
- Of those completed tests, students scored above-standard on 4.5 of those blocks.
- Both results for Demo School 1 are a bit higher compared to the district-wide and state-wide results.

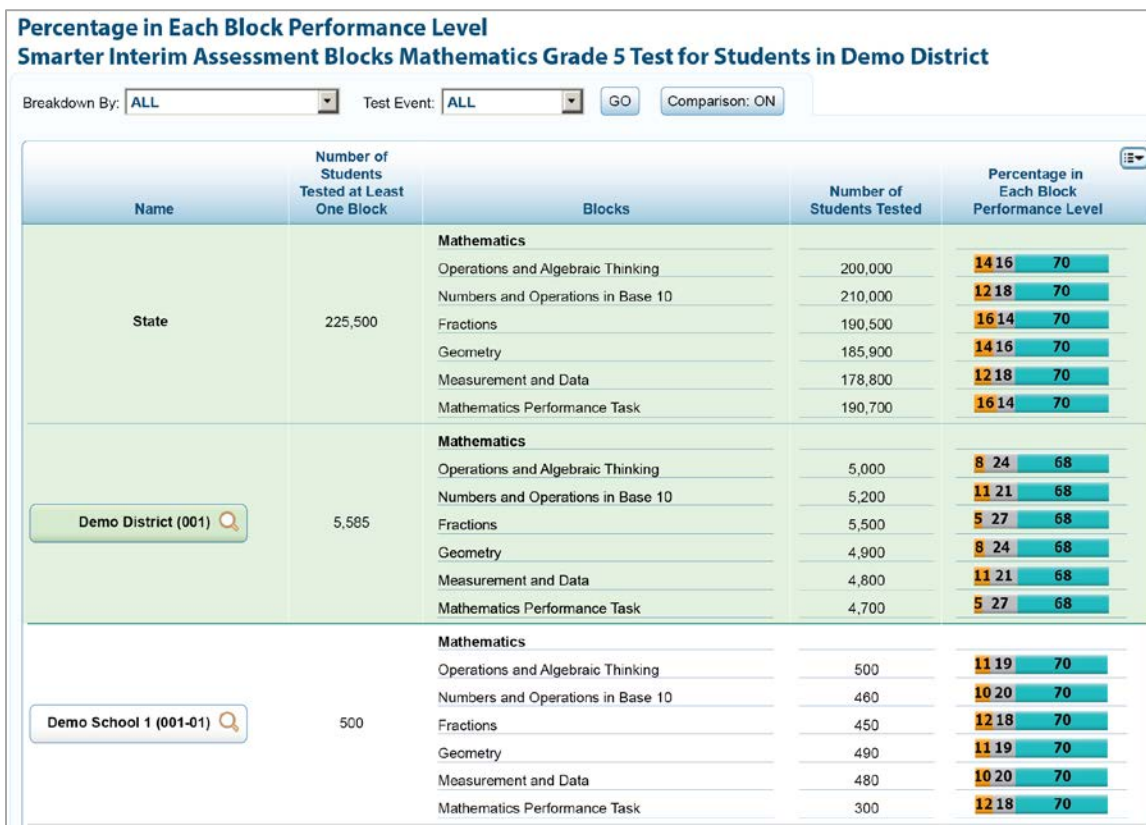
Viewing School-Level IAB Reports by Block

School-level IAB Reports provide summary information for school performance by block. These reports have a name of the form *Percentage in Each Block Performance Level [Test] [Subject] [Grade] Test for Students in [Entity]*, where the text within brackets changes depending on your selections.

To display school-level IAB reports:

1. Display the grade-level IAB Report as described in [Viewing Grade-Level IAB Reports by School](#).
2. Under the Name column (see [Figure 32](#)), click the school you want to view. The Explorer Menu appears.
3. Click **View Blocks**. The disaggregation report appears (see [Figure 33](#)).

Figure 33. School-Level IAB Report by Block



[Table 9](#) lists the columns appearing in the school-level IAB report.

Table 9. Columns in the District-Grade Level IAB Report

Column	Definition
Name	Name of school.
Number of Students Tested at Least One Block	Number of students who submitted tests for at least one block.
Blocks	A block for the selected subject. For example, in Figure 33 , Fractions and Geometry are blocks within the Mathematics subject.
Number of Students Tested	The number of students tested in the block computed over all students' most recent test opportunity.
Percentage in Each Block Performance Level	Percentages of students scoring below-, at/near-, and above-standard, computed over all students' most recent test opportunity.

For example, referring to [Figure 33](#), within Demo School 1 in the Demo District:

- 500 fifth-grade students completed a Mathematics test with at least one completed block.
- Of those completed tests, 500 students submitted a test with a completed Operations and Algebraic Thinking block.
- Of those 500 tests containing the Operations and Algebraic Thinking block:
 - 11% of the students scored below standard.
 - 19% scored at or near standard.
 - 70% scored above standard.
- The results for Demo School 1 in the Operations and Algebraic Thinking block are comparable to the district-level and the state-level:
 - 11% of Demo School 1's students had below-standard performance, compared to 8% at the district level and 14% at the state level.
 - 19% of Demo School 1's students had at-standard performance, compared to 24% at the district level and 16% at the state level.
 - 70% of Demo School 1's students had above-standard performance, compared to 68% at the district level and 70% at the state level.











Viewing Class-Level IAB Reports by Student

Class-level IAB Reports provide summary information for classroom performance by student. These reports have a name of the form *Number of Blocks Tested [Test] [Subject] [Grade] Test for Students in [Entity]*, where the text within brackets changes depending on your selections.

To display class-level IAB reports:

1. Display the school-level IAB report as described in [Viewing School-Level IAB Reports by Block](#).
2. Under the Name column (see [Figure 33](#)), click the student you want to view. The Explorer Menu appears.
3. Drill down the “Who” dimension until you see **View Students**.
4. Click **View Students**. The disaggregation report appears (see [Figure 34](#)).
5. Show or hide individual blocks; see [Showing and Hiding a Report’s Columns](#) for details.

Figure 34. Class-Level IAB Report by Student (partial view)

Individual Student Score and Performance Level Smarter Interim Assessment Blocks Mathematics Grade 5 Test for Students in Demo Class A								
Name	SSID	Opportunities Taken	Number of Blocks Tested	Number of Blocks Above Standard	Operations & Algebraic Thinking Performance Level	Numbers & Operations in Base 10 Performance Level	Fractions Performance Level	Geometry Performance Level
Student A 	9999967890	2	6	4				
Student B 	9999978901	1	6	2				




[Table 10](#) lists the columns appearing in the class-level IAB report.

Table 10. Columns in the Class-Level IAB Report

Column	Definition
Name	Name of student.
SSID	Student's 9-digit State Student Identification Number.
Opportunities Taken	Number of test opportunities student submitted at least one block.
Number of Blocks Tested	Number of blocks student tested on the most recent test opportunity.
Number of Blocks Above Standard	Number of blocks the student scored above standard on the most recent test opportunity.
<Block Names>	Indication of student's performance for the block. See Table 11 for an explanation of the icons in this column.

[Table 11](#) lists the icons associated with block-level performance.

Table 11. Icons Associated with Block-Level Performance

Icon	Definition
	Student scored below-standard.
	Student scored at/near-standard.
	Student scored above-standard.
N/A	Student did not submit the block.

For example, referring to [Figure 34](#), within Demo Class A:

- Student A took at least one block in Grade 5 Mathematics tests twice; Student B took at least one block in Grade 5 Mathematics tests once.
- Student A took six blocks in the most recent test opportunity; Student B took six blocks in the only test opportunity.
- Student A scored above-standard in four of the six blocks in the most recent test opportunity; Student B scored above-standard in two of the six blocks in the only test opportunity.

Viewing Student-Level IAB Report



Student-level IAB Reports provide detailed information for an individual student's performance.

To display student-level IAB reports:





1. Display the class-level IAB report as described in [Viewing Class-Level IAB Reports by Student](#).
2. Under the Name column (see [Figure 34](#)), click the student you want to view. The Explorer Menu appears.
3. Click **View Student**. The disaggregation report appears (see [Figure 35](#)).

Figure 35. Student-Level IAB Report

Student Information

Name	SSID	
Doe, Jane B. 	067851234	Opportunity #2 02/12/2015
Doe, Jane B. 	067851234	Opportunity #1 02/02/2015

Student Test Performance

Block	Performance Level
Operations and Algebraic Thinking	
Number and Operations in Base 10	
Fractions	
Geometry	N/A
Measurement and Data	N/A
Mathematics Performance Task	

[Table 12](#) lists the columns appearing in the student-level IAB report.

Table 12. Columns in the Student-Level IAB Report

Column	Definition
Name	Name of student.
SSID	Student's 9-digit State Student Identification Number.
Block	Name of block.
Performance Level	Indication of student's performance for the block on the most recent test opportunity. See Table 11 for an explanation of the icons.

For example, referring to [Figure 35](#), for Jane Doe:

- She took two test opportunities for the Grade 5 Mathematics test (test name not shown in [Figure 35](#)).
- On the selected test opportunity (in this case Opportunity #1), for the blocks Operations and Algebraic Thinking, Number and Operations in Base 10, and Fractions, she scored above-standard.
- On the selected test opportunity (in this case Opportunity #1), she did not submit a test that included the block Geometry or Measurement and Data.
- On the selected test opportunity (in this case Opportunity #1), she scored at-standard on the block Mathematics Performance Task.

Section V. Viewing Test Management Center

The Test Management Center provides customized participation reports to determine which students have completed testing or need to complete testing, view summary statistics, retrieve student results, and check test completion rates by school, grade, subject, and opportunity.

This section provides instructions on how to generate and view the available reports.

Generating a Summary Statistics Report

The Summary Statistics Report displays the statistics for students who have tested at each opportunity for a selected assessment type, administration and test window, and test name.

To generate a Summary Statistics Report:

1. From the *Test Management Center* drop-down list, select **Summary Statistics**. The **Summary Statistics** page appears (see [Figure 36](#)).

Figure 36. Summary Statistics Page

Summary Statistics

Step1: Choose What
Test: **Smarter Summative**
Administration: **2014-2015**
Test Name: **Mathematics Grade 5 Summative**
Generate Report

Step2: Choose Who
District: **Demo District (001)**

Mathematics Grade 5 Summative Statistics and Proficiency Level of Students in Demo District

Smarter Summative: 2014-2015

Legend:
0 - not tested 1 - tested **bold** - % [] - count

Name	% Tested at each Opportunity & Count			% Proficient by Opportunity	% Proficient across Opportunities
Demo District (001)	0	0	[0]	N/A	81
	1	100	[5,450]	81	
Demo School 1 (001-01)	0	1	[5]	N/A	62
	1	99	[500]	62	
Demo School 2 (001-02)	0	0	[0]	N/A	57
	1	100	[120]	57	

2. From the *Test*, *Administration*, and *Test Name* drop-down lists, select the parameters for your report.
3. Click **Generate Report**.

[Table 13](#) describes the columns available in the **Summary Statistics** page.

Table 13. Summary Statistics Column Descriptions

Data Column	Description
% Tested at each opportunity and count	<p>Displays the percent of students whose tests are in “reported” status for the corresponding opportunity.</p> <p>0—Percent of students whose tests have not yet reached (reported) status. (This includes students who have not started the test opportunity.)</p> <p>1—Percent of students whose tests have reached completed (reported) status during the first test opportunity.</p> <p>2—Percent of students whose tests have reached completed (reported) status during the second test opportunity.</p> <p>For example, the value next to opportunity number “2” indicates the percentage of students whose tests are in “reported” status for the second opportunity.</p> <p>For Smarter ICA and IAB, students will have two opportunities for each test.</p>
[#]—Student count	Shows the number of students who have completed each opportunity in brackets. The student count displayed for “0” opportunity is the number of students who have not yet started the first opportunity.
% Proficient by Opportunity	Displays the percentage of students at Level 3 or above in each opportunity for the selected test. This calculation is based on the number of tests that have been completed and scored.
% Proficient across Opportunity	Displays the total percentage of students at Level 3 or above in any of the available opportunities in the testing window. This calculation is based on the number of tests that have been completed and scored.

The values in the Summary Statistics table are cumulative within a test window. Therefore, the percentage of students who have completed the first opportunity will include both the students who have only taken their first opportunity as well as those students who have taken the first opportunity and gone on to take a second opportunity. Similarly, the percentage of students proficient by opportunity will display the pass rate for all students who took that specific opportunity, regardless of whether they went on to take the second opportunity. For example, if two students completed Opportunity #1, they will both be included in the calculations for Opportunity #1. If only one student goes on to complete Opportunity #2, only that student will be considered in the calculations for Opportunity #2.

Retrieving Student Results

You can download student data for a selected test window by district, school, teacher, or roster. The data includes students' personal information, including enrolled school and district, grade level, and the selected test scores and reporting category scores (if applicable).

To generate a student data file:

1. From the *Test Management Center* drop-down list, select **Retrieve Student Results**. The **Retrieve Student Results** page appears.

Figure 37. Retrieve Student Results Page

Retrieve Student Results & My Inbox

Get a complete download of a roster's data for upload into another system.

Create New Data File to Download

Step 1: Choose What

Test:

Administration:

Tested Grade:

Download Format:

Filter By:

[Download Roster](#)

Step 2: Choose Who

District:

School:

My Inbox

Your data file(s) will remain available for 30 days.

Name	Data	Type	Test	Administration	Grade	Date Created	Status
Demo District (99)	STUDENT	DISTRICT	Smarter Summative	2014-2015	All	6/28/2015 9:27 PM	Download

2. Select the parameters for your file. For more information about how to select parameters, refer to [Selecting Data File Parameters](#).
3. Click **Download Roster**. A confirmation message appears to inform you that your request has been queued and that you will be informed via e-mail once the file is ready.
4. Once the file has been generated, it will be displayed in the Inbox section on the **Retrieve Student Results** page. You can download the data file by clicking the **Download** link for the data file. Your files will be available for 30 days.

Selecting Data File Parameters

Step 1: Choose What

Select the tests, grades, and other variables for which you want to generate a report.

1. From the *Test* drop-down list, select an assessment.
2. From the *Administration* drop-down list, select a test window.
3. *Optional*: From the *Tested Grade* drop-down list, select the grade or grade band for which you want to generate the report. Alternatively, select **All Grades** to create a separate file for each available tested grade. These files will be provided in a zip file.
4. *Optional*: Select a date range for when students were tested. To specify a date range, click **Date Range** and select the start and end dates from the pop-up calendar.
5. From the *Download Format* drop-down list, select a download file format. The default is an Excel (.xls) spreadsheet file.
6. *Optional*: From the *Filter By* drop-down list, select a specific demographic subgroup to filter the report if required. You may also select **All**, which is the default.
 - If you do select a demographic subgroup, a *Values* field will be displayed. You can select the required filter criteria from the options available for the specified subgroup. The *Values* field does not have an **All** option.

Step 2: Choose Who

Select which district, school, and teacher should be included in the report. For most users, the district or school you are associated with will be pre-selected and the drop-down lists will be grayed out. Verify that the selections are accurate. District- and school-users with access to multiple districts or schools will need to select a district or school.

1. From the *District* drop-down list, select a district if applicable.
2. From the *school* drop-down list, select a school if applicable. The drop-down list displays all the schools with which you are associated. You can also select **All** to generate a report that includes all your schools.
3. *Optional*: If a school was selected, choose a teacher from the *teacher* drop-down list. The default is set to **All** and includes all teachers associated with the school.
4. *Optional*: If a teacher was selected, choose a roster from the *Roster* drop-down list. The default is set to **All** and includes all rosters associated with the selected teacher.

Accessing Student Data Files from the Inbox

This section of the **Retrieve Student Results** page lists the data files that you requested. You can also retrieve batch PDF files of individual student reports that you generated from the **Student Listing Report** page.

To access the Inbox:

- Do one of the following:
 - From the *Test Management Center* drop-down list, select **Retrieve Student Results**.
 - Click **Inbox** on the banner. The number in parenthesis next to **Inbox** displays the number of files existing in the Inbox that are yet to be downloaded. For example, if the Inbox consists of two files of which one has previously been downloaded, (1) will be displayed next to **Inbox**.

Figure 38. Inbox

My Inbox							
Your data file(s) will remain available for 30 days.							
Name	Data	Type	Test	Administration	Grade	Date Created	Status
Demo District (99)	STUDENT	DISTRICT	Smarter Summative	2014-2015	All	6/28/2015 9:27 PM	Download

The files in the Inbox display the following information:

- The entity name (e.g., district, school, teacher, or roster)
- The type of data file you requested (e.g., district, school, teacher, or roster)
- The test type
- The administration or test window
- The grade level of the students in the data file
- The date and time the data file was created
- The status of the request

To access a data file:

- Click **Download** in the Status column.

Generating a Plan and Manage Testing Report

You can generate customized participation reports showing your students' testing activity. You can determine which students have completed testing and which students have yet to begin or complete a test opportunity.

To generate a plan and manage testing report:

1. From the *Test Management Center* drop-down list, select **Plan and Manage Testing**. The **Plan and Manage Testing** page appears.

Figure 39. Plan and Manage Testing Page

Plan and Manage Testing

Step 1: Choose What

Test:

Administration:

Test Name:

Enrolled Grade:

Filter By:

Step 2: Choose Who

District:

School:

Personnel:

Step 3: Get Specific

☒ students who opportunity in the selected administration.

☐ students whose current opportunity will expire in days.

☐ students on their opportunity in the selected administration, and have a status of

☐ students whose most recent was between and

Note: If no TA or Session ID is specified, date range cannot exceed 15 days

or

2. Select the parameters for your report. For more information about how to select parameters, refer to [Select Test Completion Rates Report Parameters](#).
3. Click **Generate Report** to view the report on the page. Alternatively, you can click **Export Report** to open the report in Microsoft Excel.



Note: The displayed information reflects current data as of the time you generated the report. To update the information displayed in your report, you must generate a new report.

Selecting Plan and Manage Testing Report Parameters

Step 1: Choose What

Select the tests, grades, and other variables for which you want to generate a report.

1. From the *Test* drop-down list, select an assessment.
2. From the *Administration* drop-down list, select a test window.
3. *Optional*: From the *Test Name* drop-down list, select the test for which you want to generate the report. The default is set to **All**.
4. *Optional*: From the *Enrolled Grade* drop-down list, select the grade for which you want to generate the report. The default is set to **All**.
5. *Optional*: From the *Filter By* drop-down list, select a specific demographic subgroup or cross-section to filter the report if required. The default is set to **All**.
 - If you do select a demographic subgroup, a *Values* field will be displayed. You can select the required filter criteria from the options available for the specified subgroup. The *Values* field does not have an **All** option.

Step 2: Choose Who

Select which district, school, and teacher should be included in the report. For most users, the district or school you are associated with will be pre-selected and the drop-down lists will be grayed out. Verify that the selections are accurate. District- and school-users with access to multiple districts or schools will need to select a district or school.

1. From the *District* drop-down list, select a district if applicable.
2. From the *School* drop-down list, select a school if applicable. The drop-down list displays all the schools with which you are associated. You can also select **All** to generate a report that includes all your schools.
3. *Optional*: If a school was selected, choose a teacher from the *Teacher* drop-down list. The default is set to **All** and includes all teachers associated with the school.

Step 3: Get Specific

Select the report filter option that best matches your needs. Each filter will generate a report containing students whose information matches the parameters you have selected.

To select the parameters in this section:

1. Click the radio button for the row that has the parameters you wish to use.
2. Specify the parameter values for the available parameters.

The different report filter options are listed below. The values in braces {} are the parameter values that are available for selection. The report options and available parameter values may vary depending on the assessment type selected in Step 1: Choose What.

- **Students who {have/have not} {completed/started} the {1st/2nd/Any} opportunity in the selected administration.** This filter allows you to
 - determine which students have completed testing; or
 - determine which students have or have not started testing.
- **Students whose current opportunity will expire in {##} days.** This filter allows you to
 - determine which students who are currently testing have at least one test that will expire shortly. For example, you can enter “2” days to determine who needs to complete testing by the end of the next day.
- **Students on their {1st/2nd/Any} opportunity in the selected administration, and have a status of {student test status}.** This filter allows you to
 - determine which students have a specified test status for the selected test opportunity. For a list of test statuses and their definitions, refer to [Table 14](#) or click **Definitions** on the *Plan and Manage Testing* page.
- **Students whose most recent {Session ID/TA Name} was _____ between {start date} and {end date}.** This filter allows you to
 - search for students who were in a specific session and view their current test status. This report returns the most recent participation data for students who have taken the selected test. To view this report:
 - *Optional:* Specify whether you wish to search by Session ID or Test Administrator (TA) and enter the Test Administrator’s Session ID or name as applicable.
 - Click the date fields to view the calendar and select the time frame. If the Session ID or TA name is not specified, you will be limited to a date range search of 15 days.

Table 14. Test Status Definitions

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.

Status	Definitions
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to "Pending" until the TA approves or denies the student.
Expired	The student's test has not been completed and cannot be resumed because the test has expired.
Invalidated	The test result has been invalidated.
Paused	<p>The student's test is currently paused (as a result of one of the following):</p> <ul style="list-style-type: none"> • The student paused his or her test by clicking the Pause button. • The student idled for too long (more than 30 minutes) and the test was automatically paused. • The Test Administrator stopped the session the student was testing in. • The Test Administrator paused the individual student's test. • The student's browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	<p>The student's score for the completed test in TDS has passed the quality assurance review and has been submitted to hand scoring and ORS.</p> <p>Some items must be hand scored before the test appears in ORS.</p>
Rescored	The test was rescored.
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a "review" status is not considered complete.)
Scored	The test will display a scored status, followed by the student's score.
Started	The student has started the test and is actively testing.
Submitted	<p>The test has been submitted for quality assurance review and scoring before it is sent to the ORS.</p> <p>Note: All tests go through an internal scoring process during quality assurance review.</p>
Suspended	The student is awaiting TA approval to resume a testing.

Understanding the Plan and Manage Testing Report

The plan and manage testing report displays data based on your selected parameters. Each report includes a list of all students who meet your selected parameters. If no students are listed, then no students matched your report criteria.

Students may be listed multiple times since each opportunity is counted as a single record. For example, if a student has taken two assessments so far, that student's name will appear twice if both records meet your report parameters.

You can generate the following two types of reports from the **Plan and Manage Testing** page:

- [Online Testing Progress Report](#)
- [TA Report](#)

Online Testing Progress Report

The Online Testing Progress Report is generated when you select any of the first three radio buttons or the last radio button in Step 3: Get Specific section of the **Plan and Manage Testing** page.

Figure 40: Online Testing Progress Report

Plan and Manage Testing						
School: Demo School (99-1234) Test: Smarter Summative Test Name: G5MathSummativePerfTask Administration: 2014-2015 Filter By: ALL Filter: students who have completed 1st opportunity in the selected administration						
Name	SSID	Enrolled Grade	Restricted Subjects	Current ELL	Test	Language
Student, Demo A.	9999912345	05		N	G5 Mathematics	English
Student, Demo B.	9999923456	05		N	G5 Mathematics	English
Student, Demo C.	9999934567	05		N	G5 Mathematics	English
Student, Demo D.	9999945678	05		N	G5 Mathematics	English
Student, Demo E.	9999956789	05		N	G5 Mathematics	English
<div> <div></div> <div>111</div> <div></div> </div>						
Back						

The features of the Online Testing Progress Report are as follows:

- The search results table consists of 18 columns. To view all the data, you will need to use the horizontal scroll bar at the bottom of the report. The constituent columns are described in [Table 15](#).

- Similar to score reports, you can show or hide columns in the table. For more information, refer to [Showing and Hiding a Report's Columns](#).
- You can also sort data in ascending or descending order for all the columns. For more information, refer to [Sorting Data in a Report](#).
- The Online Testing Progress Report also provides you with access to General Tools that include Help, Print, and Definitions. For information about the functionality of each of these tools, refer to [General Tools](#).
- You can return to the **Plan and Manage Testing** page by clicking **Back** at the bottom of the report.

Table 15. Participation Report Column Attribute Definitions

Attribute	Description
Name	Student's legal name (Last Name, First Name).
SSID	Student's 9-digit State Student Identification Number.
Enrolled Grade	The grade in which a student is enrolled.
Test	Test name for this student record (e.g., Fall-Grade 3 Reading).
Results ID	The unique identifier linked to the student's results for that specific opportunity.
Opportunity	The opportunity number for that student's specific record.
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.
Restricted Subjects	The subjects that the student is restricted (blocked) from taking tests in.
Current ELL	Indicates whether the student is an English Language Learner.
Language	The language setting that was assigned to the student (English or Spanish).
TA Name	The Test Administrator who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity (see Table 14 for status definitions).
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three "Restarts"). (This includes Restarts Within Grace Period—see below.)

Attribute	Description
Restarts Within Grace Period	<p>The total number of times a student has resumed an opportunity within 30 minutes after a test was paused (e.g., if a test has been paused three times and the student resumed the opportunity within 30 minutes of two pauses but 35 minutes after the third pause, then this column will show 2 Restarts Within Grace Period).</p> <p>A student has a grace period of 30 minutes to pause the test and return to the test item he or she was on. However, if a test is paused for more than 30 minutes, the test session will expire and the student will not be able to review any of his or her previous answers.</p>
Last Activity	The date of the last activity for that opportunity/record. A completed test can still have activity as it goes through the QA and reporting process.
Expiration Date	The date the test opportunity expires.

TA Report

The TA Report is generated if you select the fourth radio button in Step 3: Get Specific section of the **Plan and Manage Testing** page. The TA Report provides information about the test sessions that match the specified parameters, the name of the Test Administrator for the sessions, and the number of students associated with each of those sessions.

Figure 41. TA Report

Now viewing: Scores for students who were mine during the selected administration

Plan and Manage Testing

Institution: AIR Demo School A (1001)

Test: Demo

Test Name: All

Administration: Spring 2014-2015

Filter: students with most recent sessions between 04/01/2014 and 04/14/2014

Test Administrator Name	Session ID	# of Students in Session	# of Test IDs in Session		
Teacher A	Teacher-132	10	1		
Teacher B	Teacher-134	7	1		
Teacher C	Teacher-135	8	1		

Back



The features of the TA Report are as follows:

- The search results table consists of four columns. The constituent columns are described in [Table 16](#).
- You can generate or export the Online Testing Progress Report for the selected TA and session. For more information, refer to [Table 17](#).
- Similar to the Online Testing Progress Report, you can show or hide columns in the table. For more information, refer to [Showing and Hiding a Report's Columns](#).
- You can also sort data displayed in the columns in ascending or descending order. For more information, refer to [Sorting Data in a Report](#).
- The TA Report also provides you with access to General Tools that include Help, Print, and Definitions. For information about the functionality of each of the tools, refer to General Tools.

Table 16. TA Report Columns

Column	Description
Test Administrator Name	Test Administrator's name (first name, last name).
Session ID	The session ID to which the tests are linked.
# of Students in Session	The number of students testing or tested in the specified session.
# of Test IDs in Session	The number of test IDs that have been generated for the session.

Table 17. TA Report Icons

Icon	Description
	Generates the Online Testing Progress Report for the selected TA and session. For information about the Online Testing Progress Report, refer to Online Testing Progress Report .
	Exports the Online Testing Progress Report for the selected TA and session.

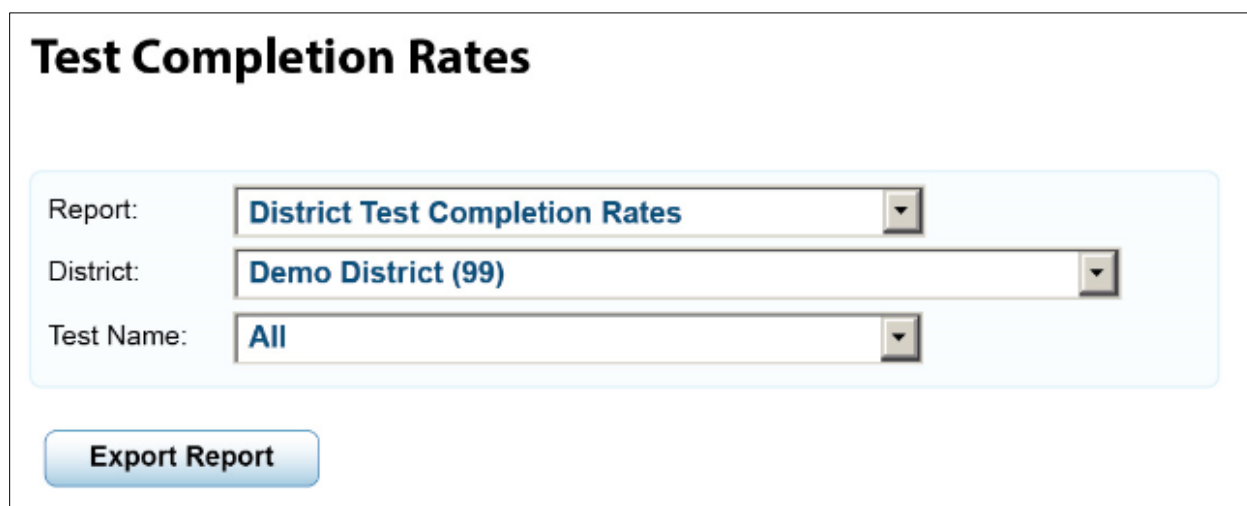
Generating a Test Completion Rates Report

District-level and school-level users can create an Excel spreadsheet file showing the number of students who have completed each test. District-level users can create a file either for a specific school or for the whole district. You can also generate this report for all tests or for one specific test. These files can be viewed in Excel or uploaded into most data analysis programs. Refer to [Table 18](#) for descriptions of the columns in the file.

To generate a test completion rates report:

1. From the *Test Management Center* drop-down list, select **Test Completion Rates**. The **Test Completion Rates** page appears.

Figure 42. Test Completion Rates Page



The screenshot shows the 'Test Completion Rates' page. It features a light blue header with the title 'Test Completion Rates'. Below the header is a form with three dropdown menus. The first dropdown is labeled 'Report:' and has 'District Test Completion Rates' selected. The second dropdown is labeled 'District:' and has 'Demo District (99)' selected. The third dropdown is labeled 'Test Name:' and has 'All' selected. Below the dropdowns is a blue button labeled 'Export Report'.

2. Select the parameters for your report. For more information about how to select parameters, refer to [Select Test Completion Rates Report Parameters](#).
3. Click **Export Report**. A pop-up window appears.
4. Specify whether you want to open or save the Test Completion Rates Report.

Select Test Completion Rates Report Parameters

Select the variables for generating your report.

1. From the *Report* drop-down list, select the report that you wish to generate. The reports available to you are determined by your user role. When you select a report, additional fields are displayed on the page based on your selection.
2. From the *District* drop-down list, select the required district. This is only applicable if you are associated with more than one district. You can select a particular district or all the districts that you are associated with.
3. *Optional*: From the *Institution* drop-down list, select the required school. This is only applicable if you are associated with more than one school. You can select a particular school or all the schools that you are associated with.
4. *Optional*: From the *Test Name* drop-down list, select the test for which you want to generate the report. The default is set to **All**.

Figure 43. Sample Test Completion Rates Report for All Schools in Demo District

	A	B	C	D	E	F	G	H	I	J
1	Date	TestName	DistrictNAME	DistrictID	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
2	#####	G11ELAICAFixedForm	Demo District	195	1	1	1	1	100.00%	100.00%
3	#####	G11ELAICAFPerfTask	Demo District	195	1	1	1	1	100.00%	100.00%
4	#####	G11MathICAFxdForm	Demo District	195	1	2	1	1	50.00%	50.00%
5	#####	G11MathICAFPerfTask	Demo District	195	1	2	2	1	100.00%	50.00%
6	#####	G3ELAICAFixedForm	Demo District	195	1	2	1	1	50.00%	50.00%
7	#####	G3ELAICAFPerfTask	Demo District	195	1	2	2	1	100.00%	50.00%
8	#####	G3MathICAFxdForm	Demo District	195	1	3	2	2	66.67%	66.67%
9	#####	G3MathICAFPerfTask	Demo District	195	1	3	3	1	100.00%	33.33%
10	#####	G4ELAICAFixedForm	Demo District	195	1	1	1	1	100.00%	100.00%
11	#####	G4ELAICAFPerfTask	Demo District	195	1	1	1	1	100.00%	100.00%
12	#####	G4MathICAFxdForm	Demo District	195	1	2	1	1	50.00%	50.00%
13	#####	G4MathICAFPerfTask	Demo District	195	1	2	2	1	100.00%	50.00%
14	#####	G5ELAICAFixedForm	Demo District	195	1	1	1	1	100.00%	100.00%
15	#####	G5ELAICAFPerfTask	Demo District	195	1	1	1	1	100.00%	100.00%
16	#####	G5MathICAFxdForm	Demo District	195	1	2	1	1	50.00%	50.00%
17	#####	G5MathICAFPerfTask	Demo District	195	1	2	2	1	100.00%	50.00%
18	#####	G6ELAICAFixedForm	Demo District	195	1	1	1	1	100.00%	100.00%
19	#####	G6ELAICAFPerfTask	Demo District	195	1	1	1	1	100.00%	100.00%
20	#####	G6MathICAFxdForm	Demo District	195	1	2	1	1	50.00%	50.00%
21	#####	G6MathICAFPerfTask	Demo District	195	1	2	2	1	100.00%	50.00%
22	#####	G7MathICAFxdForm	Demo District	195	1	2	1	1	50.00%	50.00%
23	#####	G7MathICAFPerfTask	Demo District	195	1	2	2	1	100.00%	50.00%
24	#####	G8ELAICAFixedForm	Demo District	195	1	1	1	1	100.00%	100.00%
25	#####	G8ELAICAFPerfTask	Demo District	195	1	1	1	1	100.00%	100.00%
26	#####	G8MathICAFxdForm	Demo District	195	1	2	1	1	50.00%	50.00%
27	#####	G8MathICAFPerfTask	Demo District	195	1	2	2	1	100.00%	50.00%

Table 18. Test Completion Rates Report Columns

Column	Description
Date	The date and time that the file was generated.
Test Name	The grade, test, and subject that are being reported.
Opportunity	The test opportunity number that is being reported.
District Name	The name of the reported district.
District ID	The identification number of the reported district.
School Name	The name of the reported school.
School ID	The identification number of the reported school.
Total Student	The number of students with an active relationship to the school in TIDE.
Total Student Started	The number of students who have started the test.
Total Student Completed	The number of students who have finished the test and submitted it for scoring.
Percent Started	The percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE.
Percent Completed	The percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE.

Section VI. Working with Rosters of Students

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades. Rosters can also represent special courses offered to groups of students.

Rosters can be used for analyzing aggregate score data and tracking students' test scores easily. For example, ORS can generate a report of all of a teacher's students who have been tested in a given grade and subject or course. School-level users can create a roster if they want to view a report that lists all students in a specific grade who have tested. You can also create a custom list of students receiving special instruction or who belong to an extracurricular program to track their performance as a group.

This feature is accessible at all times except when the Test Information Distribution Engine (TIDE) system is unavailable as a result of scheduled maintenance.

Adding a New Roster

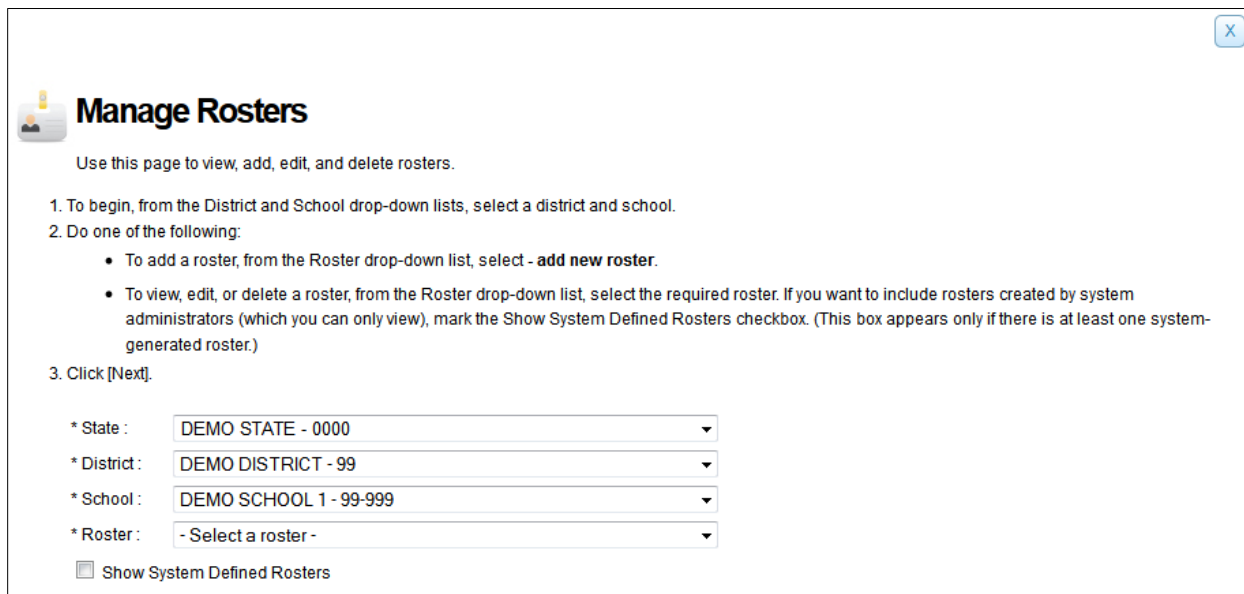
You can create rosters of students associated with your school or district. Students can be included in multiple rosters. Teachers cannot create rosters for other teachers.

Rosters may also include students from different grades. However, the score reports display data only for a single subject and grade at one time. If a roster includes students from multiple grades, you will see only the roster-level data that correspond to the subject you selected on the **Score Reports Home** page. For example, if a roster includes students from grades 3 and 4, and you select a Grade 3 Math test, you will see data only for the students who tested in grade 3.

To add a roster:

1. From the banner (see [Figure 5](#)), click **Manage Rosters**. The Manage Rosters pop-up window appears (see [Figure 44](#)).

Figure 44. Manage Rosters Pop-up Window



Manage Rosters

Use this page to view, add, edit, and delete rosters.

1. To begin, from the District and School drop-down lists, select a district and school.
2. Do one of the following:
 - To add a roster, from the Roster drop-down list, select - **add new roster**.
 - To view, edit, or delete a roster, from the Roster drop-down list, select the required roster. If you want to include rosters created by system administrators (which you can only view), mark the Show System Defined Rosters checkbox. (This box appears only if there is at least one system-generated roster.)
3. Click [Next].

* State : DEMO STATE - 0000

* District : DEMO DISTRICT - 99

* School : DEMO SCHOOL 1 - 99-999

* Roster : - Select a roster -

☐ Show System Defined Rosters

2. From the *District* drop-down list, select your district. The drop-down list shows only the districts with which you are associated. ORS pre-selects the district for most users.
3. From the *School* drop-down list, select your school. The drop-down list shows only the schools with which you are associated. ORS pre-selects the school for most users.
4. From the *Roster* drop-down list, select **ADD NEW ROSTER**.
5. Click **Next**. The Manage Rosters: Roster Settings pop-up window appears.

Figure 45. Manage Rosters: Roster Settings Pop-up Window

Manage Rosters

Use this page to add or modify an existing roster.

1. To add or change the roster's name, in the Roster Name field, enter the new name.
2. To add or change the roster's teacher, from the Teacher Name drop-down list, select the new teacher.
3. To add students to the roster, do the following:
 - a. In the Select Grade section, mark one or more of the checkboxes. Students enrolled in those grades appear in the Available Students list.
 - b. Select one or more of the students, and click [Move In].
4. To remove students from the roster, do the following:
 - a. In the Students in This Roster list, select the students you want to remove.
 - b. Click [Move Out].
5. Click [Save].

To delete a roster, click [Delete], and then click [OK] in the confirmation message.

Roster Name: Teacher Name: Demo Teacher

Select Grade

☐ Grade 00 ☐ Grade 01 ☐ Grade 02 ☐ Grade 03 ☐ Grade 04 ☐ Grade 05 ☐ Grade 06

☐ Grade 07 ☐ Grade 08 ☐ Grade 09 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Available Students

Students in This Roster

Move In >>

<< Move Out

Save Back

6. In the *Roster Name* field, enter a name for the roster. The roster name must be between five and 100 characters.
7. From the *Teacher Name* drop-down list, select a teacher. The drop-down list only displays personnel who are identified as teacher users within the selected school.
8. Mark the checkboxes for all the grades from which you wish to build the roster. The names of all the available students in the selected grades appear in the Available Students list.
9. From the Available Students list, select the students you want to include in the roster.
 - To select a range of students (inclusive), select the first student and last student you want to include while holding down the **Shift** key. All students between the first and last student selected will be highlighted.
 - To select multiple individual students (not in a range), select the first student and then hold down the **Ctrl** key on your keyboard as you select additional students.
10. Click **Move In >>**. The students you selected move from the Available Students list to the Students in This Roster list.
11. To save the roster, click **Save**.

Viewing a Roster

You can view rosters associated with your district or school.

To view a roster:

1. From the banner (see [Figure 5](#)), click **Manage Rosters**. The Manage Rosters pop-up window appears (see [Figure 44](#)).
2. From the *District* drop-down list, select your district. The drop-down list shows only the districts with which you are associated. ORS pre-selects the district for most users.
3. From the *School* drop-down list, select your school. The drop-down list shows only the schools with which you are associated. ORS pre-selects the school for most users.
4. *Optional:* If you want to view system generated rosters in the *Roster* drop-down list, mark the checkbox for *Show System Defined Rosters*. The checkbox is only displayed if system-defined rosters are available for the school.
5. From the *Roster* drop-down list, select the roster you want to view. The Manage Rosters: View Roster pop-up window appears, showing a list of students in the selected roster and the associated teacher (see [Figure 46](#)).

Figure 46. Manage Rosters: View Roster

Manage Rosters

Use this page to add or modify an existing roster.

1. To add or change the roster's name, in the Roster Name field, enter the new name.
2. To add or change the roster's teacher, from the Teacher Name drop-down list, select the new teacher.
3. To add students to the roster, do the following:
 - a. In the Select Grade section, mark one or more of the checkboxes. Students enrolled in those grades appear in the Available Students list.
 - b. Select one or more of the students, and click [Move In].
4. To remove students from the roster, do the following:
 - a. In the Students in This Roster list, select the students you want to remove.
 - b. Click [Move Out].
5. Click [Save].

To delete a roster, click [Delete], and then click [OK] in the confirmation message.

Print

Roster Name: Teacher Name:

Select Grade

☐ Grade 00 ☐ Grade 01 ☐ Grade 02 ☐ Grade 03 ☐ Grade 04 ☐ Grade 05 ☐ Grade 06
☐ Grade 07 ☐ Grade 08 ☐ Grade 09 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Available Students

Students in This Roster

[G:03] Anderson, Amy k. (9849368615)
 [G:03] Blog, Lou (9990009231)
 [G:08] AAEa, AMANDA I. (5557890138)

Move In >>
<< Move Out

Save **Delete** **Back**

Modifying a Roster

You can modify existing rosters by adding students or removing students. (This feature is not available for system-generated rosters.)

To modify a roster:

1. View the roster that you want to modify. For information about how to view rosters, refer to [Viewing a Roster](#).
2. From the Manage Rosters: View Roster pop-up window (see [Figure 46](#)), change the roster's name and associated teacher as required.
3. To add students to the roster, do the following:
 - a. Mark the checkbox for the appropriate grade. The students associated with the grade appear in the Available Students list.
 - b. From the **Available Students** list, select the students you want to add to the roster, then click **Move In >>**.
4. To remove students from the roster, do the following:
 - a. From the Students in this Roster list, select the students you want to remove.
 - b. Click **<< Move Out**.
5. Click **Save**.

Deleting a Roster

You can delete a roster if required. (This feature is not available for system-generated rosters.) Deleting a roster will not remove your association with the students in that roster; however, it will delete the roster from Test Information Delivery System (TIDE) as well.



Caution: This action cannot be undone. Use caution when deleting rosters.

To delete a roster:

1. View the roster that you want to delete. For information about how to view rosters, refer to [Viewing a Roster](#).
2. From the Manage Rosters: View Roster pop-up window (see [Figure 46](#)), click **Delete**. A pop-up message appears to verify that you want to delete the roster.
3. To delete the roster, click **OK**.

Printing a Roster

You can print a roster.

To print a roster:

1. View the roster that you want to print. For information about how to view rosters, refer to [Viewing a Roster](#).
2. From the Manage Rosters: View Roster pop-up window (see [Figure 46](#)), click **Print**. A printer-friendly version of the roster appears in your browser.

Figure 47. Printer-Friendly Version of a Roster

<div>Print</div> <p>School ID : 99-999</p> <p>School Name: DEMO SCHOOL 1</p> <p>Teacher Name: Demo, TE</p> <p>Roster Name: AAIRRoster03</p>		
Student Last Name	Student First Name	Student Identifier (SSID)
Anderson	Amy	9849367
Hall	Tyler	9999997
Martin	Jennifer	9999990
Walker	Thomas	9999991

Section VII. Searching for Specific Students Score Reports

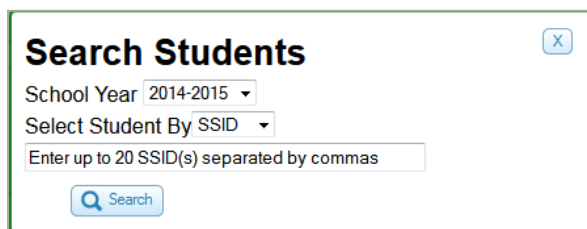
The ORS includes a feature to search for students by SSID, first name, last name, or full name. This is especially useful if you need to find a student's score reports but do not know the student's grade or school. This feature searches for score report results for students, not their test statuses for the current test window.

You cannot view students who are not associated with your school or district.

To search for students:

1. From the banner (see [Figure 5](#)), click **Search Students**. The Student Search pop-up window appears.

Figure 48. Student Search Pop-up Window



2. From the *School Year* drop-down list, select the school year you want to limit your search to.
3. Enter the appropriate search criteria:
 - If searching for students by SSID, enter up to 20 students' full SSIDs. If you are entering multiple queries, you must separate each one with a comma (e.g., 9999999005, 9999999007).
 - If searching for students by name, enter a student's exact first name, or exact last name, or both in the text boxes provided.
4. Click **Search**. If the search results in a match, those students' information will be displayed on the **Student Search Results** page (see [Figure 49](#)).

Understanding Student Search Results and Selecting a Test

The **Student Search Results** page shows a list of students who matched your search. If you entered a single SSID for an active student, this student will be the only one displayed.

Figure 49. Student Search Results Page

Student Search Results					
Last Name ^	First Name	Date of Birth	SSID	School	
ADAMS	Tyler	07/05/1994	9999999476	DCAS Demo School A	
2014-2015	Smarter ICA	ELA Grade 5 ICA	ELA Grade 6 ICA	ELA Grade 8 ICA	

- To view the tests a student has taken, click + in the first column. This will expand the student row.
- To view the student's score results for a test, click the test name button (e.g., Grade 6 Math). The **Individual Student Report** page for the selected test appears.

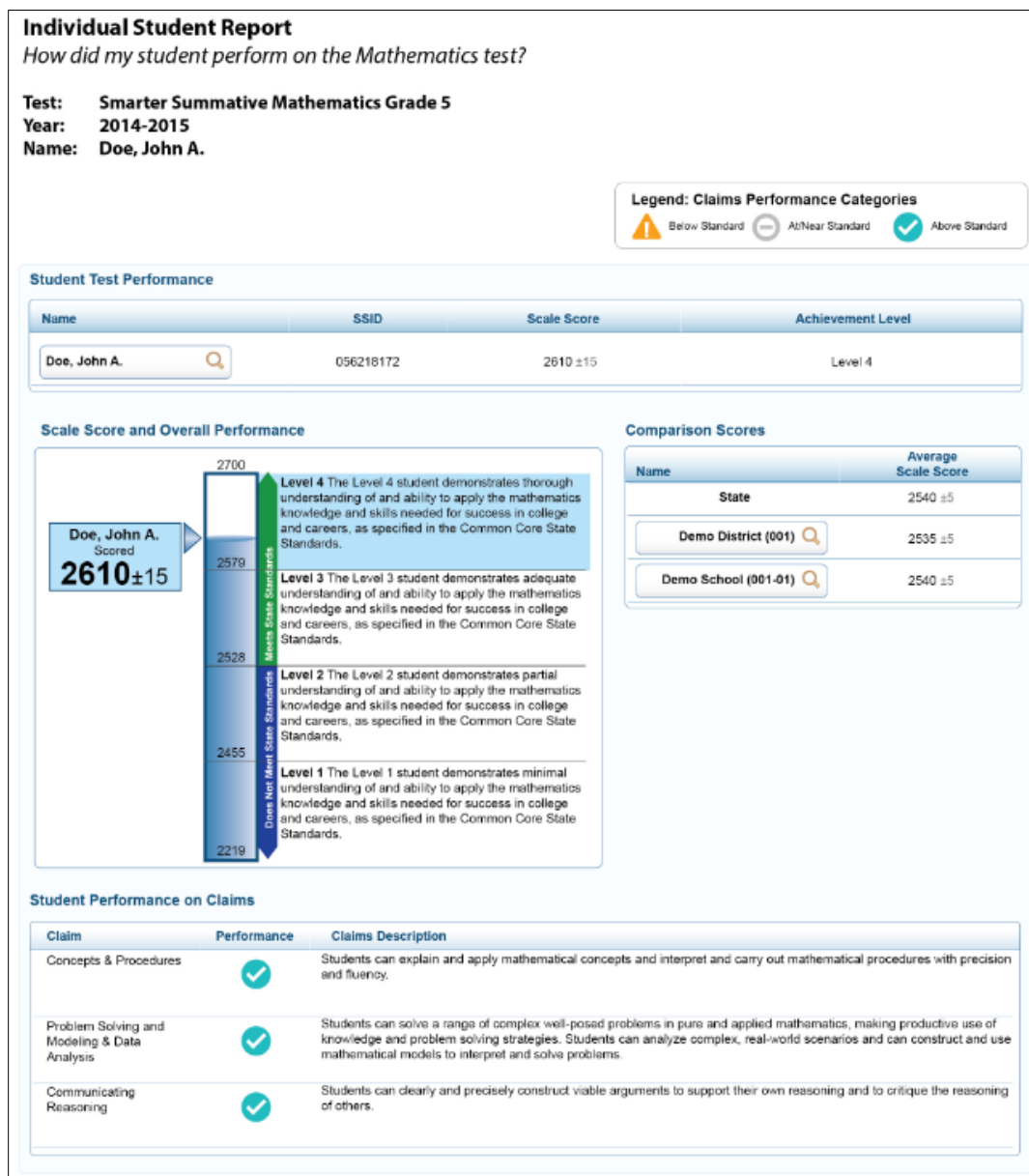
When selecting a test, be sure to note the test administration for the test that you are selecting (listed in the left column). If you are selecting a student's test that is from a different administration than the one that was selected on the **Score Reports Home** page, you will be prompted with a message asking you to confirm that you want to change test administrations. Click **OK** to continue. The student's score report will load.

You are changing the selected administration. Do you wish to continue?

Viewing a Selected Student's Test Results

The Individual Student Score Report displays the student's score results for the test that you selected.

Figure 50. Score Report for a Selected Student's Test from Previous Administration



- For information about the Individual Student Score Report, refer to [Viewing Individual Student Report](#).
- To return to the search results page, click **Back to search results**.

Appendix A. User Support

The MEA Help Desk will be open during the following hours:

- Regular Hours: Monday–Friday from 8:00 a.m. to 5:00 p.m. ET (except holidays)

Maine Assessment Program Help Desk

Toll-Free Phone Support: 1-555-123-4567

Email Support: samplehelpdesk@air.org

Emails to the Help Desk will be automatically logged and answered within one working day (typically sooner). Urgent requests will be given priority.

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered. These details may include the following:

- any error messages that appeared
- operating system and browser information
- information about your network configuration
- the steps that you took before the issue occurred